

SOUTHERN COUNTIES DRAMA FESTIVAL 2013

PERFORMANCE DETAILS

Please complete and send off to ensure receipt by the Festival Office by Monday 14th January 2013

Please write in legible print or type details on a separate sheet to assist the Festival Committee in ensuring spelling mistakes are eradicated from the programme.

Name of Society _____

Title of Play _____

Name and email of Producer or Director _____

Name and email of Stage Manager _____

Names and details of cast. (Please continue on a separate sheet where necessary):

| Cast name: | Played by |
|------------|-----------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |

Please also list the names of your technicians and crew together with any other details that you would like the programme to contain about your production - (please continue on a separate sheet where necessary)

Please also submit where possible:

1. A synopsis of the play, to be included in the programme. This should not exceed 200 words.
2. A photograph of the play in rehearsal or in production to be used by the Southern Counties Drama Festival to publicise the Festival. Where any person under the age of eighteen is in the photo, written permission from a parent or guardian must accompany the photo.

The festival will, as part of publicity for this and future festivals, be taking photographs during some rehearsals and performances. In view of the implications of child protection requirements please delete this paragraph if you do not, or cannot, agree to this on behalf of your group.

3. Information about your society's forthcoming production
 - A) Title of play
 - B) Venue
 - C) Dates
 - D) Box office details

Signed on behalf of society or group _____

**IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring Carolyn Rowley or Bruce Reed
01959 561811 or 07802 302025 or email sc.df@btinternet.com**

SCDF Office

15a High Street, Westerham, Kent, TN16 1RA. Telephone 01959 561811 or 07802 302025 and email sc.df@btinternet.com

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STAGING DETAILS

Please complete and send off to ensure receipt by the Festival Office by Monday 14th January 2013

Name of Society _____
Title of Play _____
Number in Cast _____ Estimated playing time _____
Name, email and Tel. No. of Stage Manager _____
Name, email and Tel. No. of Producer or Director _____
Name, email and Tel. No. of Lighting Technician _____
Name, email and Tel. No. of Sound Technician _____
Name, email and Tel. No. of Society Representative _____

***** if there is insufficient room for this information please continue on a separate sheet***

SCENERY, FURNITURE AND PROPERTY LIST

- | 1. Details of scenery | Approximate Dimensions |
|--|-------------------------------|
| 2. Details of Furniture/Properties | |
| 3. Special Requirements (Guy ropes etc) | |
| 4. Stage Effects We do*/do not intend to use firearms, swords, daggers, explosives, lighters, matches, smoke boxes or other special effects in our production. *If you do intend to use any of the above please give brief details here:- * The use of any firearms, swords, daggers and pyrotechnics is subject to the Stage Director's discretion; sometimes formal Local Authority approval is required and this must be obtained by the entrant | |
| 5. Fireproofing We confirm that all scenery and furniture has been fireproofed. We accept that the Stage Director has absolute right to test and reject any item. | |

Stage Manager _____

Producer/Director _____

IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring Bruce Reed 01959 561811 or 07802 302025 or email bruce.reed@btinternet.com

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LIGHTING DETAILS

Please complete and send off to ensure receipt by the Festival Office by Monday 14th January 2013

1. Name of Society _____
2. Title of Play _____
3. Estimated playing time _____
4. Name, email & Tel. No. of Society's Lighting Technician _____
5. Brief description of the basic lighting required _____

6. Brief description of any special lighting effects required _____

7. Brief description of equipment being brought with you to help in achieving effects required in 5 & 6

8. Brief detail of cue and type of cue, ie. snap, fade etc.
Cue No. _____
Cue No. _____
Cue No. _____
Cue No. _____
Cue No. _____

If necessary please continue overleaf or on a separate sheet

- Please relate descriptions to the enclosed ground plan.

**IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring CAROLYN ROWLEY
01883 744810 or 07802 302025 or email lights@barntheatreoxted.co.uk**

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AUDIO DETAILS

Please complete and send off to ensure receipt by the Festival Office by Monday 14th January 2013

1. Name of Society _____
2. Title of Play _____
3. Estimated playing time _____
4. Name, email & Tel. No. of Society's Sound Technician _____

***Your Sound Technician MUST attend the technical rehearsal and be available to operate the sound cues at your performance.**

- | | YES | NO | Number |
|---|--------------------------|--------------------------|--------------------------|
| 5. Will you require the use of the Theatre's sound equipment? | <input type="checkbox"/> | <input type="checkbox"/> | |
| If yes, which equipment will you require:- | | | |
| Microphones (specify quantity and preferred type) | | | |
| • number | | | <input type="checkbox"/> |
| • type _____ | | | |
| Mini-disc and or CD playback facility | <input type="checkbox"/> | <input type="checkbox"/> | |
| Loudspeakers on stage (quantity and position related to ground plan) | | | |
| • quantity | | | <input type="checkbox"/> |
| If you are bringing your own repro equipment to feed into the Theatre's sound system please give brief details here:- | | | |

*Power for your equipment will be available via a 13 amp, 3 flat pin distribution board.

IF YOU HAVE ANY QUERY, HOWEVER SMALL please ring MIKE SUTTON 07971 401807 or 01883 722088 or email sound@barntheatreoxted.co.uk