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|  | **A - Festival Management** |  |
| A1 | **Entry Forms** | Entries must be submitted on the entry form supplied and sent to MADF at the address shown on the form, by the published closing date, along with an original version of the script in the version it is to be performed or, in the case of improvisations, a written synopsis. |
| A2 | **Scripts** | Only original copies of scripts are accepted. Photocopies are only acceptable with the written permission of the publisher or if they are new unpublished plays with the permission of the author. |
| A3 | **Entry Fee** | The entry fee must accompany the entry form and is non-refundable. |
| A4 | **Eligibility** | All plays must comply with the All-England Theatre Festival (AETF) rules (see [www.aetf.org.uk](http://www.aetf.org.uk)) |
| A5 | **Performance Licence** | No play in copyright may be performed without production of its Performance Licence, with written permission for any cuts or alterations. This is to be presented to the Festival Stage Management Team on the day of the play’s technical rehearsal and will be retained by the theatre until after the performance**.  Neither the technical rehearsal or the performance can proceed without a valid licence.** |
| A6 | **Prior Performance** | A production which has previously been entered into the MADF One Act Play Festival within the last three years is not eligible for entry. |
| A7 | **AETF** | Teams must indicate on the entry form whether they wish to enter the AETF competition rounds should they be winners of the MADF festival. |
| A8 | **Adjudication** | The Adjudicator will use the following marking system laid down by the Guild of Drama Adjudicators (GoDA):40 marks - Acting35 marks - Production15 marks - Stage Presentation10 marks - Dramatic Achievement (Originality, Endeavour, Attainment)Marks will be disclosed to individual teams only. |
| A9 |  | The Festival will be held in two sections:Youth Section (age 19 and under) and an Adult Section.The winners in the Youth Section will be selected following the final adjudication of the Youth performances.The winners in the Adult Section will be selected following the final adjudication on the final night of the festival. |
| A10 | **Performance:****Timing** | Timing will include any time spent changing scenes or used to set mood either using the cast or with music. Timing will start from the first cue as discussed with the Festival Stage Management team prior to performance.Curtain calls are not permitted. |
| A11 | **Performance Penalties:** | Penalties for failing to keep within times for the performance, setting and striking are:Up to 1 minute – 1 mark;Up to 2 minutes – 3 marks;Up to 3 minutes – 6 marks;Up to 4 minutes – 10 marks;Up to 5 minutes – 15 marks;Over 5 minutes – Disqualification. |
| A12 |  | Written adjudications can be arranged for teams provided a written request is placed with the Festival Organiser at oneact@madf.im in advance.  The adjudicator will make a charge for this in accordance with the requirement of GoDA, and this charge will be passed to the competing team. |
| A13 |  | The Adjudicator’s decision is final. |
| A14 | **Festival Programme** | MADF will produce the Festival Programme. Teams must submit a written synopsis and cast list on the entry form.  |
| A15 | **Performance Time** | The Festival starts at 7:00pm each evening.Youth Night(s) to be confirmed.The team opening each evening’s performances must be set-up and ready to start by 6:20pm.  |
| A16 | **Effects Copyright** | Any copyright recorded speech, music, songs, projection of film or TV material can be used as long as proof of permission is produced. |
|  | **B - Venue Management** |  |
| B1 | **Child Protection Policy** | MADF operate a Child Protection Policy for all persons aged 16 or under who is either performing or backstage at a MADF Event. Please complete our Child Protection Policy document, to be found on the MADF website, and pass it to the Festival Stage Management Team at your tech rehearsal. |
| B2 | **Health & Safety** | Teams must comply at all times with Health & Safety legislation, in particular the use of special equipment or effects such as pyrotechnics, use of naked flames, pistol shots, use of knives etc.  The Festival Stage Management Team can advise on these points. |
| B3 | **Property, Valuables & Injury** | No responsibility for loss or damage of personal property of competing teams or any other properties or material they may bring with them will be accepted by MADF, nor will they hold themselves responsible for any injuries sustained by the members of competing teams during the festival. Any damage to any props and/or equipment supplied by MADF or King’s Court Theatre will be charged to the team.  |
| B4 | **Backstage Storage** | Each team will be assigned a backstage storage area comprised of a 2.5 metre square for your day of performance, allowing you to bring your set to the theatre from 6pm onwards.  |
| B5 | **Performance:****Scenery** | Scenery, all properties and any special technical equipment required for each production must be sourced by the competing team.Scenery must **NOT** be screwed to the floor and Floor Markings for scenery must **NOT** be removed under any circumstance. |
| B6 | **Performance:****PAT testing** | Fireproofing of all materials and scenery and PAT testing of all electrical equipment is the responsibility of the competing team. |
| B7 | **Auditorium** | All members of visiting teams who wish to enter the auditorium for the performance must hold a valid ticket.  Passes will be available for members associated with the production at the discretion of the Festival Management Team. |
| B8 |  | No food or drinks are to be taken into the auditorium, with the exception of items required during the performance or for the adjudicator. |
| B9 | **Venue** | Teams must follow the terms and conditions in place at the venue. |
|  | **C - The Teams** |  |
| C1 |  | The entered play must be a One Act Play or one act from a Full Length Play with at least 2 speaking parts. |
| C2 |  | No actor may perform in more than one play entered in the festival. |
| C3 |  | No team may include a professional actor (someone whose main source of income is from acting). |
| C4 |  | A team must offer a production which meets the timing requirement and is performed as per the script they provide for the Adjudicator. |
| C5 | **Technical Specs** | A technical specification and running list is to be provided for use during the performance by the Festival Technical Team. |
| C6 | **Rehearsal Time** | Teams will be allocated a 2 hour technical rehearsal, the date and time of which will be arranged by the Festival Stage Management Team. Timing starts with get in and concludes with get out. |
| C7 | **Performance Order** | All teams should be prepared to perform on any of the Festival days.The organisers will try to accommodate particular requirements but this cannot be guaranteed. |
| C8 | **Performance:****Set up & Strike** | For the performance teams are allowed ten minutes to set up and five minutes to strike.This is in addition to the performance time. (Min 20, Max 55 mins) |