

**T h e a t r e   N e w   Z e a l a n d**   
*Te Pūtoi Whakaari o Aotearoa* 



**Theatre New Zealand TheatreFest2022**

**CONDITIONS OF ENTRY**

- There must be at least two performers.
- Theatrical productions must be under 50 minutes in length.
- Scene changing during a theatrical production and opening and closing music, if used, must be included in this time limit.
- The timing of a performance will be from when house lights go down at the beginning of the theatrical production to when the house lights come up at the end. (Any variance from this pattern must be clearly agreed with the Stage Manager the day before the dress rehearsal ends).
- Your group will be allowed 10 minutes max. for setting and 5 minutes max. for striking your theatrical production. (You're not responsible for technical delays caused by factors beyond your control.)
- Theatrical productions will be allocated time for a technical rehearsal at local, regional and national TheatreFest. This will usually be more than 30 minutes and no more than 60 minutes per theatrical production.
- **Groups are responsible for obtaining all Performing Rights and making all Royalty payments** in connection with their theatrical production at their Local and Regional TheatreFest.
- **Theatre New Zealand will apply for Performance Rights and pay any Royalty fees (if applicable) for all theatrical productions performing at the TheatreFest ShowCase.**
- **Performing Rights must be obtained before rehearsals begin and Royalties must be paid prior to performance.** Proof that Performing Rights have been obtained and that Royalties have been paid, must accompany the TheatreFest Entry Form. Further clarification on Rights and Royalties can be sought from the TheatreFest National Co-ordinator.
- Where composite, cut or adapted versions of plays are presented, written permission from the Playwright or the Playwright's Agent for such a theatrical production, must accompany the TheatreFest Entry Form.
- For plays obtained via the internet, copies of the web page authorising performances and/or cuts and adaptations must accompany the TheatreFest Entry Form.

- **APRA Performance Rights and Licence**

Performance Rights and Music Licences must be obtained from APRA before rehearsals begin.

Proof of obtaining Performing Rights and an Agreement with APRA must accompany the TheatreFest Entry Form.

No APRA licence is required for playing music in the auditorium of a theatre, as the lights go down at the start of a production, during scene changes, during the interval, and after the final curtain or blackout of a production.

If music is used within a theatrical production, groups must check with APRA on whether or not a Licence is required.

## **PAYMENTS TO PARTICIPANTS**

Performers, including musicians, who are on stage as part of the performance, cannot receive remuneration, whether direct or indirect, for performing in any competitive theatrical production. Directors & crew may be paid, but if paid cannot appear in the theatrical production.

## **SUBSTITUTION OF CAST MEMBERS**

A team going forward to a Regional TheatreFest may substitute an actor if, for whatever reason, a cast member becomes unavailable to perform at that Regional TheatreFest.

Teams going forward to the TheatreFest ShowCase can only substitute an actor under exceptional circumstances and this can only be done in consultation with the TheatreFest National Coordinator.

## **SCRIPTS**

Groups entering TheatreFest are required to email a scanned copy of their script, when requested by the TheatreFest National Co-ordinator, when they submit their TheatreFest Entry Form.

## **CENSORSHIP**

There is no censorship within the *TheatreFest* system. However, it is advised that if a theatrical production has scenes or language that may cause offence then a warning should be given in the programme.

**ADJUDICATION** will consist of:

1. General comments from the stage to the group and audience.
2. A more in-depth discussion with the group in the Green Room at Local and Regional TheatreFest only. There is no Green Room discussion at the TheatreFest ShowCase.
3. A written report.

## **COST OF ENTERING TheatreFest**

Each group/school entering TheatreFest must be a member of TNZ - Membership Subscription: \$100 **discounted in 2022 to \$50 (Covid Concession)**

- TheatreFest Entry Fee: \$80 per theatrical production (groups/schools can enter multiple theatrical productions for one membership fee but each must pay the \$80 entry fee)
- Performance and Music rights: Your group is responsible for making all Royalty payments in connection with your theatrical production(s).
- Your own production and travel costs.

Where a group finds the costs of membership or entry prohibitive TNZ will consider subsidies on application: please contact the TheatreFest National Co-ordinator.

## THEATREFEST PROCESSES AT ALL LEVELS

### TECHNICAL REHEARSALS

Groups are allocated appropriate technical rehearsal time to adjust your technical requirements to the local, regional or national TheatreFest venue. This will usually be more than 30 minutes, and no more than 60 minutes per theatrical production.

The TheatreFest Organisers, at all levels, will provide groups with information on the venue's stage setting, lighting and sound that will be available for that TheatreFest.

Providing special effects, specialist or additional settings, lighting and sound is the responsibility of each group. (If strobe lighting is used in a theatrical production, a warning must be printed in the programme.) Information about these must be provided to the TheatreFest National Coordinator when requested.

**Technical rehearsals are to be used wisely**, they are to rig lights, if necessary, run lighting cues, check entrances and exits, and to assess the venues performance area for acoustics etc. Where possible, **avoid doing a full run of the theatrical production**.

The host venue is not responsible for providing furniture and props, these are the responsibility of each team.

### Please note directors:

have a positive experience – we all know you ARE emotionally involved.

- Remember that the Director sets the tone.
- Always be positive with a cast especially in regard to the format and venue.
- Be prepared to seek help but don't expect the festival and venue organisers to do everything for you.
- Keep your actors focused and on task.

### LOCAL TheatreFest

- These are organised locally in accordance with the TheatreFest Conditions of Entry.
- A Local TheatreFest is financed from local funds.
- Teams entering a Local TheatreFest competitively must be available, if selected, for the Regional and TheatreFest ShowCase.
- There is no limit to the number of theatrical productions a group may enter at Local TheatreFest level.
- There is no limit to the number of theatrical productions an Adjudicator, at a Local TheatreFest, can recommend advancing to a Regional TheatreFest, including recommending that no theatrical productions go forward if none are of a sufficient standard.
- The maximum age for actors in a youth theatrical production is **21** years at the time of the Local TheatreFest. The ages of the Director and crew are irrelevant.
- If a Local TheatreFest is not being held, then a group may enter a TheatreFest in another area but only with the consent of TheatreFest National Coordinator, or they may have their theatrical production adjudicated as a single entity and be considered for selection to a Regional TheatreFest.

### REGIONAL TheatreFest

There will be one Adjudicator for the two North Island Regional TheatreFest and one Adjudicator for the two South Island Regional TheatreFest. After adjudicating the two TheatreFests each Adjudicator is assigned to, they will confer to select the plays to advance to the TheatreFest ShowCase.

## Adjudication at Regional TheatreFest

- This will be more searching than that of the Local TheatreFest.
- It may differ from the local TheatreFest adjudication. But remember theatrical productions change and grow and performances vary.

## THEATREFEST ShowCase

Up to eight theatrical productions are selected from the Regional TheatreFests to be part of the national TheatreFest ShowCase.

The TheatreFest National Coordinator will contact teams appearing at the ShowCase to organise their participation.

**Theatre New Zealand will apply for Performance Rights and pay any Royalty fees (if applicable) for all theatrical productions performing at the TheatreFest ShowCase.**

### A few tips for teams and directors entering TheatreFest:

- All details of the TheatreFest venues will be sent as early as possible including stage measurements, lighting available, whether there is a sound system, purchase of tickets, accommodation options and all other relevant information regarding the particular TheatreFest. If this information is not received, Contact the TheatreFest National Co-ordinator who will be able to help.
- Please remember most venues are staffed by volunteers who have work commitments.
- Be prepared to streamline the theatrical production's set when travelling to the next level.
- Give actors a break in the rehearsal process between locals and regionals, or they will go stale.
- Re-check lighting plot – don't get too complicated. This causes more tension for teams than anything else. Lighting and sound cues are the first priority at the venue tech and while the technical crew and director are doing a cue run, the actors should be testing voice levels at the same time and adjusting to the stage.
- Do ask where to put set, props etc and arrange to take them away the same night.
- Resist being overanxious. Each team will have an equitable technical rehearsal time at the venue.
- Remember another team will be rehearsing before and after you. Respect all time allocations.

## USEFUL CONTACTS FOR RIGHTS AND ROYALTIES and SCRIPT INFORMATION

Playmarket  
PO Box 9767  
Te Aro  
Wellington 6049

Phone: (04) 382-8462  
Fax: (04) 382-8461  
Email: [info@playmarket.org.nz](mailto:info@playmarket.org.nz)  
Website:  
[www.playmarket.org.nz](http://www.playmarket.org.nz)

Play Bureau (NZ) Ltd  
Helen and Brian Horsnell  
PO Box 9013  
St. Clair  
Dunedin 9047  
Phone: (03) 455-9959  
Fax: (03) 455-9959  
Email: [info@playbureau.co.nz](mailto:info@playbureau.co.nz)  
Website:  
[www.playbureau.com](http://www.playbureau.com)

APRA  
Dominique Pritchard  
Theatrical Licensing  
Representative  
Unit 113, Zone 23  
23 Edwin Street  
Mt Eden  
Auckland 1024  
Phone: (09) 623-4724  
Fax: (09) 623-2174  
Email: [dpritchard@apra.co.nz](mailto:dpritchard@apra.co.nz)  
Website: [www.apra.co.nz](http://www.apra.co.nz)

