

# Theatre New Zealand

## *Te Pūtoi Whakaari o Aotearoa*



### CONDITIONS OF ENTRY 2023

#### The Performance

- There must be at least two performers.
- The maximum age for actors in a youth theatrical production is **19** years at the time of the Local *TheatreFest*. (The ages of the Director and crew are irrelevant.)
- Running time of a performance is to be 50 minutes or less.
- Scene changing during a theatrical production and opening and closing music, if used, is included in this time limit.
- The timing of your 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.)
- Your group/school will be allocated appropriate 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.

#### Rights and Royalties

- Your group/school is 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 (TNZ) 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.
- Your group/school will allow TNZ to publish images of your play and company captured by our photo/video technician as part of the TNZ archive and for promotion purposes associated with TNZ and *TheatreFest*.

#### APRA Performance Rights and Music Licence

- If music is used within a theatrical production, you must check with APRA on whether or not a Licence is required.
- You must get Performance Rights & Music Licences 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.

### **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 your production.
- Directors & crew may be paid, but if paid cannot appear in the theatrical production.

### **Substitution of cast members**

- Teams are encouraged to be available to progress to the next level if invited.
- 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**

- Once your group/school has submitted your entry form you are required to email a scanned copy of their script to the *TheatreFest* National Co-ordinator.

### **Censorship**

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

### **Adjudication** consists of:

1. General comments from the stage to the group and audience at all 3 levels of *TheatreFest*.
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.

### **Costs of entering *TheatreFest***

- Each group/school entering *TheatreFest* must be a member of Theatre New Zealand (TNZ) – the Membership Fee is \$100.
- *TheatreFest* Entry Fee: This is \$120 per theatrical production.
- Your entry fee pays for adjudication at all three levels. It also includes one hour's free guidance online on a subject of the groups choosing eg directing, scenography, devising, costuming, touring, creating websites.
- (A group or school can enter multiple theatrical productions for one membership fee, but each entry costs \$120)
- 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.

### **Special notes**

- If a group/school is unable to continue participating and withdraw after they have sent through their Entry Form, they are eligible for a refund but only if this done before entries close.
- If a group/school withdraws after entries have closed, then they are not eligible for a refund.
- Where a group or school finds the costs of membership or entry prohibitive TNZ will consider subsidies upon application. Please contact the *TheatreFest* National Co-ordinator.
- 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 or a "Side Show" and be considered for selection to a Regional *TheatreFest*.

## APPENDIX

### 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.

### 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  
Email:  
info@playmarket.org.nz  
Website:  
[www.playmarket.org.nz](http://www.playmarket.org.nz)

#### Play Bureau (NZ) Ltd

20 Rua St  
Mangapapa  
Gisborne 4010

Phone: 021 258 3998  
Email:  
info@playbureau.com  
Website:  
[www.playbureau.com](http://www.playbureau.com)

#### APRA

Dominique Pritchard  
Licensing Representative  
Unit 113, 23 Edwin Street  
Mt Eden  
Auckland 1024

Phone: (09) 623-4724  
Email:  
dpritchard@apra.co.nz  
Website: [www.apra.co.nz](http://www.apra.co.nz)

The Drama  
Development Trust

