One Act Play Festival
CHECK LIST FOR ORGANISING SECRETARIES

District Festivals

- **Spring/Summer of preceding year**
  1. Book theatre for likely maximum number of nights and appropriate times for pre-rigging and technical rehearsals.
  2. Check charges and get in and get out times.
  3. Book adjudicator chosen by District Committee and make any necessary accommodation arrangements.
  4. Send contract form to adjudicator for completion.
  5. Appoint technical team – Stage management, lighting etc.
- **September/October**
  1. Establish contact with clubs as to likelihood and possible number of entries.
  2. Confirm with club contacts that they are aware of all Festival details on the SCDA website and that they are committed to abide by the conditions.
  3. appoint a reserve adjudicator or reserve panel.
- **November**
  After receipt of Entry Form Stage 1 make any necessary amendments to theatre booking and arrangements re adjudicator. Pass entry fees to District Treasurer.
- Issue notification of when to perform after draw has taken place.
- **December/January**
  1. Forward details of all technical forms to the appropriate people.
  2. Collect scripts from clubs and forward to adjudicator and reserve adjudicator as early as possible
  3. Send details of Festival to SCENE for the diary.
- **January**
  In conjunction with the local committee and in accordance with SCDA Festival Guidelines:
  1. appoint all necessary personnel, particularly Stage Director, Reserve Adjudicator, *The appointment of the technical team should be done earlier. As should a reserve adjudicator or panel if they are to be sent scripts..* Adjudicator's Steward, Child Protection Officer and FOH Manager,
  2. establish running order of entries,
  3. arrange appropriate dressing rooms and space for the adjudicator,
  4. ensure that arrangements are in hand for printing of programmes, tickets and posters.
  5. ensure that appropriate seats are reserved for adjudicator and reserve/s as well as guests
  6. arrange for maximum publicity for the Festival. Websites, Social Media, local press etc.
  7. check arrangements for invited guests for final night.
  8. appoint photographer for event
- **Pre-Festival**
  1. liaise with Stage Director re possible problems regarding safety, LX and SFX issues and storage of staging materials
  2. liaise with FOH Manager regarding staffing by clubs.
  3. liaise with theatre re catering
  4. forward copy of programme to Divisional Organising Secretary as soon as possible.
- **Festival**
  1. be available to deal with any problems which arise
  2. collect scripts from adjudicators, send winning scripts to Divisional Secretary and return others to teams
  3. prepare and hand out Form-F-14-Team_Congratulation_Letter, duly completed with details for next round, to the team/s progressing.

- **Post-Festival**
    1. Send results to Divisional Organising Secretary and to SCDA web-site as soon as possible.
    2. Arrange for post-festival meeting to review procedures and to plan for following year.
    3. Report on Festival to Divisional Committee
    4. Send summary mark sheet to festivals@scda.org.uk
    5. Send adjudicator reports, summary marks and perhaps adjudicator feedback forms to teams

---

Divisional Festivals

- **Spring/Summer of preceding year**
    1. Book theatre
    2. Check charges and get in and get out times.
    3. Book adjudicator chosen by Divisional Committee and make any necessary accommodation arrangements.
    4. Send contract form to adjudicator for completion.
    5. appoint technical team

- **September/October**
  Establish contact with District Secretaries regarding arrangements.

- **November**
  Receive details of Entry Form Stage 1 from District Secretaries

- **December**
  Receive details of Entry Form Stage 2 from District Secretaries

- **January**
    1. In conjunction with the Divisional Committee and in accordance with SCDA Festival Guidelines appoint all necessary personnel, particularly Stage Director, Reserve Adjudicator, Adjudicator's Steward, Child Protection Officer and FOH Manager,
    2. ensure that arrangements are in hand for printing of programmes, tickets and posters.
    3. appoint photographer for event

- **February/March**
    1. receive scripts from Districts and forward to adjudicators
    2. establish running order of entries
    3. receive District programmes and forward to person producing Divisional programme
    4. monitor passing of information to technical personnel
    5. arrange appropriate dressing rooms and space for the adjudicator,
    6. arrange hospitality for competing teams
    7. ensure that appropriate seats are reserved for adjudicator and reserve as well as guests
    8. arrange for maximum publicity for the Festival.
    9. check arrangements for invited guests for final night

- **Pre-Festival**
    1. liaise with Stage Director re possible problems regarding safety, LX and SFX issues
    2. liaise with FOH Manager regarding staffing
    3. liaise with theatre re catering
    4. forward copy of programme to Scottish Final Organising Secretary as soon as possible.

- **Festival**
    1. Be available to deal with any problems which arise.
    2. collect scripts from adjudicators, send winning scripts to Scottish Final Secretary and return others to teams
    3. prepare and hand out Form-F-14-Team_Congratulation_Letter, duly completed with details for next round, to the teams progressing.

- **Post-Festival**
    1. send results to Final Organising Secretary and to SCDA web-site as soon as possible.
    2. arrange for post-festival meeting to review procedures and to plan for following year
    3. send summary marks to festivals@scda.org.uk
    4. **Send adjudicator reports, summary marks sheet and perhaps adjudicator feedback form to teams**

Scottish Final

- **Spring/Summer of preceding year**
    1. Book theatre
    2. Check charges and get in and get out times.
    3. Book adjudicator chosen by National Committee and make any necessary accommodation arrangements.
    4. Send contract form to adjudicator for completion.
    5. appoint technical team
- **September/October**
    1. Call meeting of Organising Committee to include National Chair, National Secretary, Chair of Festivals Committee, representatives from the other Divisions and appropriate members from the host Division/District.
    2. in accordance with SCDA Festival Guidelines appoint all necessary personnel, particularly Stage Director, Reserve Adjudicator, Adjudicator's Steward, Child Protection Officer and FOH Manager,
    3. follow other procedures as set out in Festival Guidelines particularly admission charges and box office arrangements
    4. liaise with treasurer to establish a budget; emphasise need for close financial control and need to establish maximum financial surplus.
- **March/April**
- In conjunction with host Division/District
    1. receive scripts from Divisions and forward to adjudicators
    2. establish running order of entries
    3. arrange appropriate dressing rooms and space for the adjudicator,
    4. arrange hospitality for competing teams
    5. ensure that arrangements are in hand for printing of programmes, tickets and posters.
    6. ensure that appropriate seats are reserved for adjudicator and reserve as well as guests
    7. arrange for maximum publicity for the Festival.
    8. check arrangements for invited guests for final night
    9. appoint photographer for event

- **Pre-Festival**
  In conjunction with host Division/District
    1. liaise with Stage Director re possible problems regarding safety, LX and SFX issues
    2. liaise with FOH Manager regarding staffing and hospitality
    3. liaise with theatre re catering
- **Festival**
    1. Be available to deal with any problems which arise
    2. Collect scripts from adjudicators and return to teams

- **Post-Festival**
    1. send results to SCDA web-site as soon as possible.
    2. arrange for post-festival meeting to review procedures and to plan for following year
    3. send summary mark sheet to festivals@scda.org.uk
    4. send adjudicator reports, summary mark sheets, adjudicator feedback form to teams
    5. collect winning scripts and send on to appropriate British Final secretary