



One Act Play Festival

CHECK LIST FOR ENTRANTS

This check list is aimed primarily at clubs or club officials who have no, or limited experience of Festival procedures but should also provide a convenient aide-memoire to all Festival entrants.

- Check that club has renewed membership of SCDA for the current session.
- It is expected that all clubs will take out insurance to cover themselves against liability for the actions of their members during the Festival.
- Download all Festival forms and documents from the SCDA website (www.scd.org.uk) and check for changes. Updates are usually in place by mid-October. Pay particular attention to Forms Doc -1 Rules of Entry and Doc -2 Guidance Notes. District Secretaries should be consulted in any case of doubt.
- All Clubs and in particular Youth teams must familiarise themselves with PVG legislation and comply with it at all times.
- Check that the play(s) you intend to enter are available for performance.
- When ordering scripts be sure to order sufficient to cover cast, back stage (director technical crew and prompter) and adjudicators. It is a breach of copyright law to use photocopies unless the play is out of print or unpublished. If a photocopy or printed downloaded script is to be used, the permission to copy must be shown
- Submit stage 1 of Combined form F1 to your District Secretary by the due date together with the entry fee, currently £40. You may also be asked to pay a deposit as a surety of performance
- Submit stage 2 to your District Secretary by the due date.
- Apply for the appropriate license(s) to perform and pay the royalty fee.
- Complete Combined form F1 (programme details), (Scenery & Props.), (Lighting), (Sound), (Scott Salver) if relevant and (Safety Plan) which is mandatory. These should be returned to your District Secretary along with two published copies of the script according to local practice **and in good time**. The Secretary will then pass them on to the relevant people.
- The license to perform should be presented to the festival organisers along with written permission for any cuts to the script along with the technical forms. **This is mandatory and no play may be performed without a license.**
- After the Festival follow local procedures regarding payment of expenses. District Treasurers should be consulted in any case of doubt.
- Similar procedures apply for Divisional Festivals and Scottish Final