



# The AETF

FESTIVAL RULES

The  
ALL-ENGLAND THEATRE FESTIVAL

FESTIVAL RULES



relating to  
Quarter-Finals  
Semi-Finals  
& the  
**ENGLISH FINAL**

Issue 8

- Section 4 -  
Of the AETF GOVERNING DOCUMENT



# The AETF

## FESTIVAL RULES

### ENTRANTS RULES

#### HOW DO WE ENTER?

1. Entry into the National Festival must be via a Preliminary Festival, either a local festival organised by the AETF or an independent local festival affiliated to the AETF.
2. Any company: -
  - 2/1. Who desires to enter the AETF competition must declare this on the Preliminary Round entry form.
  - 2/2. Companies must provide a completed AETF Declaration immediately following their selection.
3. A company may: -
  - 3/1. Enter and opt with any number of plays in a Preliminary Festival.
  - 3/2. Enter as many festivals as they like, but can only opt from one, preferably their local Preliminary (First Round) Festival.
  - 3/3. Enter more than one Festival with different plays and opt.
4. By entering the AETF Festival companies commit themselves to performance at each level if selected and are expected to appear.

#### THE FOLLOWING POINTS ALSO APPLY!

5. Dramatic Schools for the training of professional actors are not eligible.
6. Any copyright recorded speech or projection of film or TV material can be used as long as proof of permission is produced.
7. Curtain calls are not permitted.
8. Written adjudications can be arranged for companies provided a written request is made to the organisers, together with necessary fee, before the festival.

The following are accepted by the 'British Final of One-Act Plays' governing body the United Kingdom Community Drama Federation (UKCDDF) and must be adhered to by all competing teams in the UK at all levels of the competition.

#### WHO CAN ENTER?

9. Any bona fide adult amateur Society, or recognised Youth Theatre, the accepted definition of a bona fide society is 'a constituted group'.
10. All players must be amateur i.e. whose main income is not earned by acting.

#### WHAT CAN WE ENTER?

11. All performances are subject to the Theatres Act 1968 and must comply with its provisions regarding plays, which might be considered obscene, seditious, or libellous, or likely to incite racial hatred or a breach of the peace.
12. The entry will be a One-Act Play or an extract from a longer play. The accepted definition of a one-act entry is 'a coherent piece of mainly spoken drama'.
13. No play in copyright may be performed without production of its performance licence and written permission must be provided for any cuts or alterations.
14. The performance must be performed as per the script provided for the adjudicator, which must be with the adjudicator at least three weeks before the performance.
15. Only hard copies of scripts are accepted. Photocopies are only acceptable with the written permission of the publishers.
16. Each entry must have a minimum of two speaking characters appearing on stage.

#### WHAT ARE THE TIME CONSTRAINTS?

17. The length of performance of the entry shall be not less than 20 minutes and not more than 55 minutes, including any time spent in changing a scene in the course of a performance or time used to set the mood by the cast or music before the tabs open.
18. Each team will be allowed 10 minutes for setting and 5 minutes for striking their set.
19. Penalties for not keeping within times for performance, setting and striking are: -

Up to 1 minute	1 mark	Up to 3 minutes	6 marks	Up to 5 minutes	15 marks
Up to 2 minutes	3 marks	Up to 4 minutes	10 marks	Over 5 minutes	Disqualification

#### WHAT ARE THE STAGING CONSTRAINTS?

20. Any set or scenery must be free standing within the provided 'black box' acting area.
21. Societies have a duty to co-operate with the Festival Stage Director in adhering to the theatre's safety rules and attending all safety briefings as required, please be aware that there may be different requirements in each country.
22. Societies must give advance notice to the Festival Stage Director of any additional equipment, which must comply with the theatre's requirements. And any effects such as naked lights or smoking, fire arms or pistol shots, knives or swords, strobes etc which the theatre will need to be made aware of.
23. The use of any kind of microphone will not be allowed to enhance an actor's vocal projection. Microphones may still be used as a sound effect.

#### HOW WILL WE BE JUDGED?

24. The adjudicator will give a public adjudication of each entry and at the end of the Festival give the organisers a copy of the marks awarded.
25. The adjudicator will use the following marking system: -

Acting	40	Direction	35	Stage Presentation	15	Dramatic Achievement	10
--------	----	-----------	----	--------------------	----	----------------------	----
26. The adjudicator's decision is final.



# The AETF

FESTIVAL RULES

## FESTIVAL ORGANISERS' RESPONSIBILITIES

### A: FESTIVAL MANAGEMENT

- A1. Festival Organisers must confirm that: -
- A1/1. Entrants have signed an acceptance of the 'AETF Festival Rules'.
  - A1/2. The preliminary round organiser has signed that their winning production is acceptable to the AETF.
  - A1/3. The entrant has opted to go forward from one 'Preliminary Round' only.
  - A1/4. The entrants abide by the 'Entrants Rules'.

**NOTE:** The 'DECLARATION FORM' is shown in Appendix. 1.

- A2. Festival organisers must inform companies of any known limitations relating to the venue.
- A3. At each festival the responsible committee will appoint an Official Timekeeper, who shall always use a stopwatch, and a Stage Director, whose decision on all backstage matters shall be final and binding on all companies.
- A4. Legal liability: -
- A4/1. The AETF will abide by its Child Protection policy as laid down in the 'AETF Operational Rules'.
  - A4/2. The AETF will enforce the Health & Safety policy at the theatre being used. We do not accept responsibility for changes that this may entail in performances.
- A5. Script for Adjudicator: -
- A5/1. Festival organisers shall supply to the adjudicator, at least three weeks before the festival in which it appears, the script in the version to be performed.
  - A5/2. The script will be returned to the company after the festival.
  - A5/3. If a new play is to be performed in your festival: -
    - A5/3-1 It should be acknowledged in your program.
    - A5/3-2 The script provided for the adjudicator must be, legible, bound i.e. stapled together and the pages numbered, have a title page with the author's name on it and contain a brief synopsis and full list of characters

**NOTE:** Electronic copies are not acceptable, neither are photocopies unless accompanied by written permission of the copyright holder.

### B: VENUE MANAGEMENT

- B1. In all Rounds, the responsible organising committee will provide a theatre with basic stage lighting, the necessary organisation and a 'black box' acting area.
- B2. The companies must provide scenery and properties, for their own production. Fireproofing of all materials and sets is the responsibility of the company. The use of all such items is subject to the sanction of the festival Stage Director at each round.
- B3. Effects & Additional Equipment - Companies must give advance notice to the festival Stage Director, so that local theatre regulations can be complied with: -
- B3/1. If they propose to use, at their own expense, additional lighting equipment e.g. supplementary floods, spots etc.
  - B3/2. If they propose to use unusual effects, pyrotechnics, naked lights, pistol shots, etc. This also covers SMOKING on stage.
  - B3/3. The AETF cannot be held responsible if theatres do not allow the use of certain effects.
  - B3/4. If it is found necessary to place limits on the proposals of companies in regard to such additional equipment or effects, the companies will be notified by the Stage Director, whose decision is final.
- B4. An electrician will be available for set up. He may also be responsible for the operation of the lighting desk and lighting equipment, under the direction of the company stage manager or director where the relevant Theatre regulations require.
- B5. It will be the responsibility of each company to see that the lights, sound and curtains, are correctly cued during the performance, and that the scenery is correctly positioned and struck within the allotted times.



# The AETF

## FESTIVAL RULES

- B6. No part of a festival performance can be recorded, filmed or televised.
- B7. An announcement should be made before each public performance stating that 'Mobile Phones should be switched OFF and that NO recording or photography is allowed.
- B8. Audience members should not be allowed to enter the auditorium once a performance has started.

### **C: To PROVIDE AN ADJUDICATOR**

- C1. The adjudicator will deliver a public adjudication on each entry appearing in the festival, mindful of a duty to provide supportive criticism which will help both the companies and the audience understand the performance and its objectives.

**NOTE:** No electronic recording can be made of the adjudication without the permission of the adjudicator.

- C2. The adjudicator will select in each round of the festival the number of companies required by the organising committee to proceed into the next round.
- C3. The adjudicator will announce the names of the companies selected to appear in the next round at the conclusion of the public adjudication, but will neither publicly divulge the marks, nor indicate the complete order of merit of the companies.
- C4. Festival organisers should advise the availability and cost of written adjudications, and arrange prior to their festival.

**NOTE:** The content of the written adjudication remains the 'Intellectual Property' of the adjudicator. This **MUST NOT** be published or reproduced in full or part without the written consent of the adjudicator.

- C5. Conflict of Interest: -
  - C5/1. The festival adjudicator will NOT have adjudicated any festival which has fed directly into the current festival.
  - C5/2. The receiving committee can only overrule this in exceptional circumstances.
  - C5/3. An adjudicator must not adjudicate a company's entry into an AETF Festival, if he or she is affiliated to that company, in any way.
  - C5/4. An adjudicator must inform the festival organisers of any potential Conflict of Interest. If the organising committee feel that there is a significant conflict of interest they should ask the adjudicator to stand aside without payment or having to honour the contract.
- C6. The responsibility for disqualification rests with the Festival Organising Committee; their decision is final. This decision must be passed to the adjudicator prior to his announcement of the results.

### **D: AETF REQUIREMENTS**

- D1. Festival Organisers must as part of their overall remit, promote the AETF, by displaying any publicity material supplied relating to subsequent rounds or the purpose of the AETF.
- D2. The AETF boundaries for Preliminary Rounds and Divisional catchment areas are laid down in the 'AETF Operational Rules'.
- D3. The AETF can not hold themselves responsible for any personal liability or for loss of or damage to scenery, costumes, properties, furniture or other theatrical equipment. Companies should take out their own insurance cover.
- D4. All AETF Festivals are covered for Public and Employers Liability Insurance. Information is available from your Area or the National Treasurer.
- D5. In case of doubt or dispute as to the interpretation of these rules or in any matters not covered thereby, reference shall first be made to the body organising the festival concerned but the final court of appeal shall be the AETF Trustees.
- D6. Grievance Procedure. This should be considered and implemented as per the 'AETF Operational Rules'. The decision made at the festival will not be overturned.

**THE END**



# The AETF

FESTIVAL RULES

## APPENDIX 1 to the FESTIVAL RULES

\*\*\*\*\*

### DECLARATION

**Part 1 - To be completed by all companies who express a wish to be considered as an AETF entry, before acceptance by the Preliminary Round Festival.**

On behalf of (Name of Company) .....

1. We have read and will comply with the AETF rules.
2. We are an Amateur Group as defined within the rules.
3. We will appear at the quarter-final, semi-final and English Final if selected.

We are aware of the dates of the following rounds and confirm we are able to perform at them.

Signed .....

(Position in Company) .....

Date .....

\*\*\*\*\*

**Part 2 - To be completed by Preliminary Round Festival secretary.**

The company identified in Part 1 was the AETF winner / runner-up

of the ..... Preliminary Round Festival [Ref No. \_\_\_\_ ]

by performing (Name of Play) .....

by (Name of Author) .....

On behalf of the Preliminary Round Festival of the AETF: -

- ◆ We confirm that it meets the entry requirements of the AETF.
- ◆ We also confirm that to the best of our knowledge this is the only Preliminary Round Festival from which this company is opting to go forward into the AETF festival.

Signed .....  
Festival Organiser/Secretary

Date .....

\*\*\*\*\*

**This form should be returned to the National Festivals Co-ordinator, as soon after the conclusion of the Preliminary Round Festival as possible.**

**To: - Mrs. J.A.Cunnington. 11 Howard Road, Yardley, Birmingham. B25 8AL.**

\*\*\*\*\*

A1-iss3 June 2009