

GUIDELINES FOR ONE ACT PLAY FESTIVAL DIRECTORS.



Your play has been chosen and application forms await... exciting times! Each festival organiser will publish rules and regulations online and send them to you. These must be adhered to. Also make sure you take a look at the following list, and put a tick beside each item before you proceed.

1. Your Production Team must be in place before auditions take place. You are going to need: Director. Assistant Director. Stage Manager. Wardrobe. Props Person, Van Driver. Technical Adviser. A crew to unload/load van.
2. Scripts are your responsibility. Make sure you have enough. If you have an original play, photocopying will need to happen before auditions.
3. Venues will vary. Check out where your venue is, check the dimensions of the acting area. Be sure to let those auditioning know where the venue is, dates of the festival and transport arrangements.
4. Design your set with care. It's tempting to let your ideas run away with you... DON'T ! 'Less is certainly more' when it comes to festivals and adjudicators. Setting time and striking time are extremely short and marks will be lost if they are not met. Remember, it's a One Act Play festival not a set design festival. The acting is your most important asset, not grandiose set design.
5. Ascertain what your budget is, before spending anything! Keep receipts for all your expenditure.
6. You will be expected to sell tickets for the festival week.
7. You will be expected to donate a raffle prize.
8. Audiences do matter. Publicise your play as much as possible to ensure a good turn out on the night.

Enjoy the Festival!