



- This document is intended for use by committees organising a Scottish Final. It may also be used as an aide-memoire for organisers of Divisional or District Festivals, in which case references to the National Committee should be taken to mean Divisional or District Committee as appropriate. Similarly references to Headquarters should be taken to mean Divisional or District Secretary or Treasurer.
- The Organising Committee for Scottish Final should include representatives of all Divisions to allow a continuity of approach over the four year cycle. The Chair of National Committee should be a member *ex-officio*.
- It is a general policy that social events should be self-supporting or subsidised by local fund raising. Box Office receipts should not be used to fund social events.
- Proper records should be kept of all meetings of the Organising Committee. For a Scottish Final, copies should be sent to the Chair of National Committee and, where the Organising Committee is based on a District, to the relevant Divisional Secretary. Where a District is organising a Divisional Festival, minutes should be sent to the Divisional Secretary.
- A budget should be drawn up keeping in mind that a financial surplus is essential for the financial health of the Association.
- The Organising Committee should receive all income and make all payments for the Festival other than team expenses at Divisional and Scottish Final Festivals.
- All income and expenditure in connection with the Scottish Final Festival must be accounted for in the financial statement for the Festival and the net surplus should be forwarded to Headquarters as soon as possible.
- In a District Festival, Organising Secretaries should draw the attention of the clubs to this Check List
- Divisions are responsible for determining eligibility for the Scottish Life and Character award at district level. Their decision is final and binding on all rounds of the festival. Any dispute should be referred to the National Committee for resolution.

**Please note that these procedures are relevant for all levels of Festival:
District, Divisional and Final.**

Item	Responsibility	Done (Y/N)	Notes
Theatre			
Book theatre			
Check special conditions e.g. in/out times, overtime, etc. including adequate tech. time			
Check theatre staff included with booking			
Theatre staff to be provided by SCDA :			
• Stage Director			
• Stage crew (min. 3)			
• Lighting and sound technicians			
• Appoint PVGO (if appropriate)			
• Front of House Manager			
• Stewards			
• Programme and raffle sellers			
First Aid cover			
Fire precautions			
Catering for Green Room			
Bar and catering for the evening for :			
• Audience			
• Teams			
Adjudicator's room			
Equipment for Adjudicator (desk, light, etc)			
Accommodation for private adjudications			
Participating teams			
Playing order determined by	Organising Committee		
<p>Note – For a Scottish Final National Committee will allocate slots to Divisions, Final order will be determined by the Chairman of National Committee, Convenor of the Festivals Committee and Scottish Final Organising Secretary on the basis of genre and running time. This to be communicated to teams within 48 hours of the last Divisional performance. The following forms should be issued at all levels.</p>			
<p>Details of Protection of Vulnerable Groups where appropriate). See Form F-3 Youth Supplement</p>			

Item	Responsibility	Done (Y/N)	Notes
Details of Technical Rehearsal arrangements			
Programme Details (Form F-1)			
Scenery & Property Plot (Form F1)			
Lighting & Sound Plots (Form F-1)			
Safety Guidance and Plan (Doc-5 and Form F-1)			
Stage Plan & Lighting Details (Form F-1)			
Expense Recommendation and Claim (Doc8 and Form F-9)			
Assistance to Teams : <ul style="list-style-type: none"> • Accommodation • Hosts to assist teams • Opportunity for theatre pre-visits • Map of area – theatre location 			
Booking			
Seat prices			
Booking forms printed by			
Distribution of forms			
Forms returned to			
Priority booking <i>Establishment of entitlement for Scottish Final to include Teams, National Committee, Guests, Patrons, Scott Salver & Poster Competition winners (Sat. only)</i> Liaison with box office re priorities			
Public booking			
Printing of tickets			
Publicity <i>Note: Check with HQ for latest logo etc.</i>			
Posters / flyers			
Media contacts			
Press tickets			
Programmes <i>Note: for Scottish Final, a professionally printed three night format is required</i>			
Obtain details from teams			

Item	Responsibility	Done (Y/N)	Notes
Printing arrangements			
Advertising in programme			
Other information in programme			
Programme price			
Selling arrangements			
Number of programmes to be printed			
Raffle			
Appoint raffle convenor			
Arrange prizes (every effort should be made to obtain donations)			
Festival Accommodation			
Discuss special terms with chosen hotel, including single rooms. (Check that prices are VAT inclusive)			
Arrangements for officials and guests			
Arrangements for individual members			
Special arrangements, e.g. meal times, bar hours, etc.			
Social Events : <i>Note: It is a general policy that social events must be self-supporting or subsidised by local fund raising. Box office receipts must not be used to fund social events.</i>			
Choice of number and location of events.			
Civic reception, (if appropriate):			
• Invitation list			
• Invitations printed by			
• Invitations issued by			
Guests and Platform Party			
Introduction for each evening			
Vote of thanks			
Platform party for final ceremony, (including Scott Salver and Poster Competition winners at Scottish Final)			
Presenter of trophies.			
Presentation to presenter of trophies.			
Guest list and provision of hospitality			
Confirmation that all trophies are			

Item	Responsibility	Done (Y/N)	Notes
available			
Book photographer			
Adjudicator			
Appointed by			
Adjudicator's Steward appointed by			
Steward instructed in duties by			
Accommodation booked and paid by			
Fees and expenses paid by			
Met by			
Special instructions by			
Results checked before announcement by			
Rules and guidelines issued by			
Reserve Adjudicator appointed by			
Expenses			
Payment of team expenses			

Festival Organisation - Youth Supplement

- Festivals involving Youth teams, whether as part of an Open Festival or as a dedicated Youth Festival should follow the procedures outlined in the main Festival organisation document above.
- There are, however, particular requirements for Youth Festivals which are outlined in this supplement.
- These are set out in two parts; Section A on Protecting Vulnerable Groups which should be read as an addition to the main list and Section B, a set of general principles covering a youth-centred approach to Festivals.
- The festival committee must appoint a festival PVG Officer (PVGO). He/She must be familiar with the SCDA resource pack available on the website. Clubs should be prepared to satisfy the PVGO that they are compliant with the PVG regulations. This is essentially the same role as the former CPO.

Organising committees should give particular attention to the need to achieve a balanced budget.

SECTION A

<i>Item</i>	<i>Responsibility</i>	<i>Done (Y/N)</i>	<i>Notes</i>
Protecting Vulnerable Groups(PVG)			
Nominate an adult to act as Protecting Vulnerable Groups Officer (PVGO) to be present throughout the event. The PVGO must be conversant with current legislation affecting children and vulnerable adults.			
The PVGO must satisfy her/himself that each club is compliant with PVG legislation.			
Remind all entering clubs of the need to conform with SCDA policy. See PVG Resource pack			
Notify all participating teams of the name and contact details of the PVGO.			
Post the name of the PVGO in dressing rooms and green room.			
Allocate PVGO an appropriate name badge.			
Acknowledge PVGO in programme.			
The PVGO should liaise with the PVG officer in each club and be prepared to deal with any concerns which may arise			
Remind participating teams that the overall behaviour, safety and well-being of their members while attending the event are primarily their responsibility.			

SECTION B

It is highly desirable that as many young people as possible help with the running of the festival. This is to show them what is involved in running a festival and to encourage them to do other things as well as act.

Adjudicator's Steward

A young person should meet the adjudicator at the theatre, look after him and organise his interval refreshments. Escort him to and from his theatre seat and sit with him and check his marks for accuracy. **These marks should not be divulged to anyone.** Escort him to the stage for public adjudication and again for platform party. Introduce him to the audience prior to the public adjudication then go off stage. Escort him to the private adjudication and, if there are any untoward problems, seek advice from the organising secretary (**who should always be available**).

Stage and technical side

A young person should assist adult stage director to time the rehearsals and the productions. They should be given an explanation of the routine on timing and allowed to do the business of telling the director at start of rehearsal that they have the time allocated by the organising committee to rehearse and remind them when they have the last fifteen minutes left etc. They should time the length of the actual performance and enter it on the time sheet where it will be verified by the adult stage director. **All health and safety and insurance matters are obviously dealt with by adults.**

Young people with some appropriate experience should be encouraged to assist the adult sound and lighting technician(s), if it is acceptable to the host theatre.

F.O.H.

Young people should sell programmes and raffle tickets under adult supervision.

Festival opening

A young person should welcome the audience from the stage and welcome any guest (e.g. trophy presenter, Chairman of SCDA, - Richard Wilson). Welcome teams and visitors to the town and promote it. Say how delighted you are to hold festival etc.

Platform party

Young person should chair the platform party. They should introduce the platform party and if appropriate invite trophy presenter to present team gifts for appearing in the festival. This should be done in playing order. Invite young person to propose vote of thanks, invite adjudicator to sum up festival and announce winner. Close the festival with thanks to all and encourage people to party.

Vote of thanks

Young person to sit on stage with platform party and give vote of thanks. Organising secretary to provide a check list.

Teams will have been asked to produce a three or four sentence statement to introduce their team and play. **The young people making the introductions will be rehearsed after the team rehearsal, along with all other young people appearing on stage.**

Platform party plan and procedure for everyone will be provided on the day by the organising secretary.