



This check list is aimed primarily at clubs or club officials who have no, or limited experience of Festival procedures but also provides a convenient aide-memoire to all Festival entrants. Comprehensive guidance for entrants and organisers is available in the *One-Act Festival Guidance* document on the SCDA website (drama.scot).

	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 (drama.scot) and check for changes. Updates are usually in place by mid-October. Pay particular attention to the Rules of Entry and Guidance documents. 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 It is a breach of copyright law to use photocopies unless the play is out of print or unpublished.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 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.
	Apply for the appropriate licence(s) to perform and pay the royalty fee as early as possible.
	Complete the detailed sections of Form F1: Programme details, Scenery & Props, Lighting, Sound, Safety Plan and other relevant details (such as Scott Salver, Scottish Life and Character).
	Return the completed F1 to your District Secretary along with two published copies of the script according to local practice, well ahead of the District Festival. The Secretary will then pass them on to the relevant people (technical, adjudicator and so on).
	The license to perform, including written permission for any cuts, should be presented to the festival organiser along with the technical forms. This is mandatory: no play may be performed without a licence.
	After the Festival, follow local procedures regarding payment of expenses. District Treasurers should be consulted in any case of doubt.
	After the Festival, Complete an Adjudicator Feedback Form F5.

Similar procedures apply for Divisional Festivals and Scottish Final.