



One Act Play Festival

Form F1

Festival Form F-1 Procedure

District

- By the second Saturday in December, Club completes the entry form on page 3 and sends it to district organising secretary.
- District organising secretary completes separate festival notification and sends out to team
- Club completes technical and programme details and sends F1 to organising secretary
- Organising secretary forwards F1 to technical team and person responsible for programme

Division and Scottish

- District/Divisional Organising Secretary advises the Secretary for the next stage
- Play Director is responsible for forwarding F1 (amended if necessary) to the Organising Secretary of the next stage
- Organising Secretary then forwards F1 to those requiring the information

Note use of a Dropbox shared folder greatly facilitates communication.



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Entry Form

Form Contents

Page 2 - This page - instructions and processing information

Page 3 - Entry details

Page 4,5 - Scenery

Page 6 - Lighting

Page 7 - Sound

Page 8 - Safety

Page 9 - Programme details

You can click on the
page references to be
taken directly to the page

Make sure you are using an up to date version of Acrobat Reader to complete this form.

Stage 1- to be returned with payment by the second Saturday in December

Each time you amend this form, you should save it with a new name.

**When you have completed the form you should save it with the club name after the form name
e.g. "Form F-1 XXdrama club"**

If the play progresses to the next round, it is the responsibility of the Director to ensure that this form, including any updates, is sent to that Festival's Organising Secretary.

If you need assistance in completing the form you can download a simple guide from the SCDA Website - "Guide_to_filling_in_Acrobat_forms.pdf"

Do not use Acrobat's 'Fill and Sign' feature as this will irrevocably lock the document for any further amendment



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Page 3 Entry

Send this form with the information **the second Saturday of December.** See Rules of Entry

If more than one team is entered by a Club, an Entry Form must be completed for each team.

Name of Club

Director - if joint then enter both names

Other Contact

Name

Address

Phone

Email

Select Main Contact

Name of Play

Author

Approx duration (mins)?

Festival entered

Open

Youth

Level

If all or a significant number of the cast are children or protected adults, please confirm that your club is PVG compliant¹

If a Children's Performing/Entertainment License is required, please confirm you have dealt with this.

If this is an original play, do you wish it considered for the 'Scott Salver' award? (you need also to complete form F-2)

Do you wish this play to be considered for a 'Scottish Life and Character' award?

Has your play been cut? If so, inform festivals@drama.scot

Does this production contain:- Violence? Sexual references? Nudity? Swearing?

Play Type?

On behalf of the above club, I am familiar with the Rules of the Festival and agree to adhere to them.

I further agree and confirm

- the cast consists only of amateurs as defined by the Rules. **Note that the definition of professional has changed since 2020**
- the author's royalty will be paid and the receipt, or written permission to perform, submitted to the District Secretary before the technical rehearsal.
- written permission for any cuts to the script will be submitted along with the permission to perform.
- where a recording or any copyright material is used, any necessary licence fee will be paid before the performance.
- the SCDA authorised photographer may take photographs of personnel and play for publicity purposes. If this is an issue, please check this box
- the team will perform at subsequent festivals, if selected
- we will provide two scripts to the named contact no later than 4 weeks prior to the district round **All agreed**

If you have ticked the Youth box above, please enter PVG Lead Officer's name

Agreed by

date

Membership no

¹ If 1 or 2 members of the cast are children or protected adults you may be exempt from PVG legislation as it will be considered 'incidental'. In these cases you should follow the SCDA Code of Conduct which can be found in the [Protecting People Section](#) of the SCDA website. You can also find further information on the Government website <http://www.legislation.gov.uk/asp/2007/14/contents> if required. If you have any questions about this please contact Carole Williams, National Drama Advisor on nda@drama.scot

Scottish Community Drama Association



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Page 4 Scenery

Club

Play

Duration mins

Stage Manager

Stage Manager Email

Stage Manager Phone

Please draw a stage plan with approximate dimensions on the next page indicating with an asterisk anything that is mentioned specifically in your safety plan.

Note: All flammable materials, including drapes, furniture and hand props, must be treated to be flameproof. You may be required to demonstrate this before the show. Materials such as plastic, polystyrene, rubber, paper, cardboard, straw bales and gas cylinders should be avoided. The Fire Officer can – and does – carry out spot checks and can ask you to remove anything which is considered to be a hazard.

List of flats, furniture and stage properties including approx. dimensions.

Item

Dimensions



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Page 5 Scenery Plan

Club

Play

Duration mins

Stage Manager

Stage Manager Email

Stage Manager Phone

Use the 'Drawing Markup' tools in Acrobat Reader's 'Comment' facility to draw your stage plan below including lighting information. Alternatively draw, scan and attach your drawing and attach it using the 'Comment/Annotations/Attach File' option. When you do this, please use the 'Attachment' option.

For more information on how to do this click [Here](#) to download guide



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Page 6 Lighting

Club

Play

Duration mins

Stage Manager

Stage Manager Email

Stage Manager Phone

Notes

- Warm and cool washes will be supplied as standard
- While every attempt will be made to accommodate requests for specials, this will be at the discretion of the stage director whose decision is final (see Festival Rules)
- We only want to know about lighting states not individual cues.

Please provide the following information below:-

1. Any lighting states other than the washes above, i.e involving specials
2. Any other specials such as gobos
3. Practicals - lamps/devices requiring electrical power
4. Add lighting information (position of spots etc) to the stage plan on Page 5
5. All electrical equipment must be PAT tested in advance. There will be no testing facility in the venue
6. Note any additional equipment provided by theatre may be subject to a charge

Strobe lighting must be advised if used - Please check this box if applicable



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Page 7 Sound

Club

Play

Duration mins

Stage Manager

Stage Manager Email

Stage Manager Phone

Notes

- All theatres will provide a basic sound system capable of playing music and effects.
- Requests for additional sound facilities are at the discretion of the stage director whose decision is final (see Festival Rules).
- PRS permission is the club's responsibility for interpolated music see ([PRS Guidance Notes](#))
- *Commercial sfx tracks' permissions are also the club's responsibility.*
- *Incidental music is the responsibility of the theatre which needs a list.*

Please provide the following information below:-

1. A list of music including Title, No times played in each performance, Duration, Composer(s) Publisher and Arranger .
 2. Please state playback medium (the stage director will get back to you if the theatre cannot provide the desired playback equipment)
 3. Is an on-stage/back-stage loudspeaker required for play-in or sfx?
- Other sound system facilities requested - live mic for example?



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Page 8 Safety Plan

Name of Club

Name Play

Stage Manager

or Other Person Responsible

Email

Phone

This form should be filled in after reading the [Safety Guidance on the SCDA Website](#). The Club Stage Manager/ Responsible Person identified above must be the person who is present and responsible for the Club's safety at the Technical Rehearsal and Festival performance.

Yes No

Will you be using any strobes, liquids, pyrotechnics, naked flames or hot surfaces?

Will anyone require to work at a height of more than 50cm above the stage during the set-up, technical rehearsal or performance?

Will anything be flown or suspended above the stage?

Will you be using any items of props or scenery which weigh more than 25kg?

Has any item of scenery, fabric, furniture or props NOT been fire-proofed?

Has any mains electrical equipment NOT recently been PAT tested and labelled?

If the answer to any of these questions is YES, please identify the hazard and outline your proposed controls below. All such cases must be discussed with the Technical Director at the technical rehearsal. Note that some theatres / SCDA Stage Directors may require an additional risk assessment.

Declaration

Yes No

I accept the responsibilities on the Stage Manager / Responsible Person identified in the Safety Guidance Note and Risk assessment to ensure that all members of my club have been briefed on the hazards and expected safe behaviour during the Festival

Name of Responsible Person:

Date:

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Page 9 Programme Details

Festival at _____ on _____

Name of Club _____

Name of Play _____

Author _____

Period _____

Scene _____

Play contains Violence ? Sexual references? Nudity Swearing Strobe

Provide link to club logo if available

Character _____

Player _____

Director _____

Stage Manager _____

Please provide a couple of paragraphs on your club's history below. You may also attach a document using the attach a file option in Acrobat Reader's comment facility.