

PlayFest 2017 Guide Booklet

The what, where and how of this short play festival

1. **What**

PlayFest is a short play festival run by Nextstage Theatre Charitable Trust that invites participants of all experience levels, and physical abilities, aged 13 and up, to create a 10 minute short play based on a subject they'll receive at the start of the event.

Teams receive their subject on Tue 3rd October from the event organisers, then go off with their team to create their play. Teams write, rehearse, then come back together to the Little Theatre where Nextstage Theatre professionals will help polish each piece, ready to be performed at the public ticketed event on Friday 6th Oct, at The Little Theatre, Lower Hutt.

PlayFest is about coming together, having a go, making the best theatre you can make in a short amount of time, and having fun doing it.

2. **When and where**

The initial play festival runs from 9am Tuesday 3rd October til 10pm Friday 6 October, 2017.

The Little Theatre is located at 2 Queens Drive, Lower Hutt.

Teams may work days or evenings, or both, depending on what works best for each team. The event organisers will try to ensure all teams have time in the theatre space to work with the Nextstage professionals.

After working on their pieces during the week, all teams will then perform their plays from 7pm Fri 6th October at The Little Theatre, Lower Hutt. This will be a public performance.

3. **Who can enter**

Teams can be made up of students, first-timers, professionals, or anyone at all 13 years and over. We welcome participants of every experience level and ability, including people with disabilities. Everyone's welcome.

4. **Cost**

Each team will need to cover the \$15 registration fee (per team, not per person). This goes towards the cost of running the event.

Whānau, family, are welcome to come and watch the public performances on Friday 6th October. Door sales will be available on the night. Tickets are \$10.

5. **Rehearsing locations**

Teams are welcome to schedule rehearsals and mentoring/development time in The Little Theatre with the event organizers. The rest of the week is up to each team. Teams are welcome to rehearse at their own place or venue. However, teams *won't* be able to write and rehearse the *entire* week in The Little Theatre.

6. **Team leaders**

Please include the name and contact details of your team leader on the registration form. The team leader's role is to keep hold of all team info, and communicate any info from the PlayFest organisers to the rest of their team. Our contact emails is nextstagetheatretrust@gmail.com Young teams (where all the participants are under eighteen) should nominate an adult eighteen years or older as their team leader.

7. **Adult supervision**

Teams that have members who are thirteen years old, should have at least one adult on board.

8. **Team size**

Teams can be between one and eight people.

9. **Number of teams allowed**

PlayFest is capping entries at 12 teams. The first twelve teams to complete registration forms, and pay their \$15 registration fee, will be accepted.

10. **Props/Costumes/Set/ Sound, Design elements etc**

Each team needs to take responsibility for its own props and costumes. Chairs and tables count as 'props'. The team will need to get them onstage and offstage safely and swiftly. Our production manager will be on hand to advise you on how best to use the wing spaces.

11. **Lighting**

Teams will be able to work with a lighting designer during their play development. Just keep in mind that the number of lights and specials will be limited.

12. **Awards**

The judges may award certificates for various categories (in 2016 these were for

ensemble acting, most original use of a prop, best imaginative environment etc). Remember that this is a showcase of short plays, rather than a fierce competition.

13. **Running order**

We'll let you know the order in which teams will be performing, closer to the Friday night performance.

Paperwork

14. **Registration forms**

Each team needs to register by submitting an electronic registration form to the PlayFest organisers. Only one registration form is required per team, though each team member will need to fill in a consent form.

Team registration will be available shortly via this link...:

15. **Registration payments**

Teams need to pay a \$15 entrance fee (per team, not per person) before their entrance can be confirmed. Teams should pay their registration into the Nextstage Theatre Company bank account : 06 0545 037059700
Please include your team name when paying.

16. **Emails/ Emergency contact**

Each team should make a note of the email address they register with. Important info from the PlayFest organisers may be sent to this email before, during, and after the festival week. So keep an eye on that inbox.

17. **Consent forms**

Everyone who participates in each team must fill out a consent form. The team leader should hold onto these until requested by the organisers. All participants under the age of 18 years are required to have their consent form signed by a parent or guardian.

Play criteria

18. **Each play must be created between Tues 3rd – Fri 6th Oct.**

All of the scripted content of each play must be created within the festival period. Once you're given your subject on the Tuesday morning, each team should come up with their ideas, write or devise the script, and rehearse their work within the given timeframe, ready to perform from 7pm Friday night. You will be able to use props

and costumes and music that's already in existence, but your script should be original and created for the PlayFest festival.

19. 2017 subject for your play

On Tuesday morning we will give every team a subject for this year's festival that needs to be central to your play. In the 48 hour film competition you need to include annual elements like a specific character name, line, and prop, etc. In our PlayFest festival you'll be given a subject instead. You'll be able to interpret the subject in many ways. This is also to help you focus on coming up with original ideas and scripts that are entirely created within the festival week.

20. Length of play

Your stage play can be up to 10 minutes. There's no requirement to have to fill all 10 and up to 2 minutes over this will not be penalised.

21. Plays and not scenes

Remember to give your play a beginning, middle and end.

22. Rating/censorship

Your play shouldn't have any stronger content than an M rating, and no nudity is allowed as there will be young people in the audience.

23. Licensed materials

Don't use any unlicensed copyrighted material that you don't have permission to use. Wearing branded t-shirts or using fast food chain takeaway bags onstage is OK. Playing a Disney song you haven't received permissions for is not.

Safety

24. If you are rehearsing in public places, please don't run with guns or weapons. The NZ Police take this very seriously (and for good reason). Please let neighbours or nearby public know if you are rehearsing scenes that may be mistaken for people in trouble. Common sense is important here.

25. Please do not drive a vehicle over the speed limit throughout the week, but especially not during the dash back to the performance venue. The lives of your teammates (and others) are more important.

Contact us

While we've given you a lot of information about PlayFest, you may still have questions. Feel free to contact the organisers by emailing nextstagetheatretrust@gmail.com

Keep in the loop

As 2017 is our second time running PlayFest, we may need to tinker with the rules as the festival develops. Keep in mind that these rules are subject to change up to the festival start-time. We will note any changes on the event page on facebook and let teams know on Tuesday 3rd October .

To keep up to date with PlayFest, check out our facebook page on “Nextstage Theatre Company” or our website (being updated shortly).