



**Contact: Shirley Cumming, 25 The Grove, Woking, Surrey GU21 4AF  
Tel: 01483 722909 E-mail: wokingdramafestival@gmail.com**

The 2023 Drama Festival will be held in the Rhoda McGaw Theatre, Woking, between the 5<sup>th</sup> and 14<sup>th</sup> October.

The Adjudicator will be Chris Baglin GoDA.

**Following the success of previous Festivals, the Festival Committee are offering Cash Prizes totalling £350. We hope this incentive will prove popular again. £250 will go to the winners of the Festival, and £100 to the winners of the Best Youth play.**

*NB: In the event of a youth entry being placed first, the £100 prize will go to the second placed entry.*

The following documents are contained within this document: -

- Rules
- Conditions of Entry
- Application Form. This will also be sent to you as a Word document (as well as this pdf) for ease of completion and to be returned by email.

Details of the Rhoda McGaw Theatre, stage, lighting layout and entry forms are available on the website [www.wokingdramafestival.co.uk](http://www.wokingdramafestival.co.uk) and will also be emailed to applicants.

Entries should be sent to the Woking Drama Association Festival Secretary

Mrs. Shirley Cumming  
25 The Grove  
Horsell, Woking  
Surrey GU21 4AF  
Tel: 01483 722909  
E-mail: wokingdramafestival@gmail.com

### **Woking Drama Association**

The Festival is hosted and administered by the Woking Drama Association – a small committee of people enthusiastic about promoting community theatre. The members of the committee are all volunteers with busy lives and would really, really appreciate good communication and adherence to the deadlines for information requested. Having to constantly chase for such information is both time consuming and frustrating. Your cooperation will be welcomed. Many thanks.

### **Order of Programme**

The Order of Programme is compiled from the information given by entrants on the Entry Form. To assist us in formulating the programme, should you have any date(s) on which it would be difficult for you to present your play, if accepted, please include a note at the foot of Entry Form. ***A great deal of thought and effort is put into compiling the Order of Programme, so any special requests or changes required after acceptance of your entry will only be considered under exceptional circumstances.***

## **Marking System**

The Woking Drama Festival engages an Adjudicator who is a member of the Guild of Drama Adjudicators, and who will follow the GoDA marking system. There are 100 marks available – 40 for Acting, 35 for Direction, 15 for Stage Presentation and 10 for Dramatic Achievement. As any GoDA adjudicator will admit, an adjudication is always a personal one but based on strict guidelines laid down by the Guild. It is how the play is seen and judged on the night.

## **Licences to perform American plays**

Experience has shown that unexpected difficulties and/or delays can be experienced in obtaining licences to perform plays published by agents in the USA - even more so if cuts or extracts are proposed. Earliest possible applications are therefore advisable, and it may, on occasion, be helpful to state that the performance will be in a small theatre with seating capacity below 250.

## **All Performance Licences**

Please note: The theatre management requires the licence to be sent as soon as possible as it will need to be shown in advance of the performance date. For unpublished materials written by a person not associated with the production, a letter consenting to the performance of the work from the author will be required. Failure to produce the licence will result in the play being withdrawn from performance.

## **Admission to the Auditorium**

Passes will be given to all the cast and crew to enable them to enter the Auditorium before and after your performance. These will be placed in your dressing room. Anyone without a pass will need to pay to enter the auditorium. Only those personnel who are named in the programme will be eligible for a pass.

## **British All Winners Drama Festival**

Woking Festival is a qualifying Festival for the British All Winners Final, which is held in the July of the following year. The Winning Play can be put forward for performance at this Festival. Please tick the box on the entry forms if you would like your entry to be put forward. There is now a Youth Entry Section in the All Winners Festival where the highest Youth Entry can be put forward. Again, please indicate on the entry forms that you would wish your entry to be considered.

## **Access to the Rhoda McGaw Theatre**

There is ample parking in Woking. Full information can be found here: -  
<https://www.woking.gov.uk/parking-and-streets/car-parks>

Pedestrian access to the Rhoda McGaw Stage Door is easiest if cars are parked in the Brewery Road Car Park. After parking, cross the main Victoria Way road, bear right past the New Victoria Theatre Stage Door and bear left where the Rhoda McGaw Theatre Stage Door is situated.

If parking in the multi-story car parks, Yellow parking is the nearest. After parking, proceed on foot down the access ramp you drove up (take care, there is no pedestrian footpath) to the Rhoda McGaw Stage Door. Access to the auditorium is clearly marked from Yellow, Red and Blue parking areas in the multi-storey car parks.

All Woking Council car parks charge the same and all are open 24 hours.

## **RULES FOR THE WOKING ONE-ACT PLAY FESTIVAL**

1. The Festival is open to teams from any organisation that concerns itself with the presentation of dramatic work. The organisation may use a professional producer/director whose services are financially compensated. The cast of the play must consist entirely of amateurs. For the avoidance of doubt, the term “amateur” will refer to an actor who, during the previous twelve months leading up to the performance, has not been featured in a stage, film or television production performed or presented by “a for profit organisation” where the actor has had a speaking role, or where they have received a credit either in the souvenir programme or on the film/television production’s final credit roll.
2. An organisation may apply to enter more than one team although acceptance of more than one entry is subject to approval by the Organisers.
3. The cast shall consist of not less than two players having speaking parts and the total number of non-speaking members shall be subject to approval by the Festival Stage Director.
4. The play chosen may be either complete or an extract from a play. No organisation may enter competitively a play or extract if the play has been publicly performed **on the Festival Stage** in the previous month.
5. Each play must run not less than 20 minutes and not more than 60 minutes. The 60 minutes maximum time includes any time spent in changing a scene during the course of the performance, but does not include the setting and striking times as laid down in Rule 6.
6. A maximum of 10 minutes will be allowed for setting the stage for each entry and a maximum of 5 minutes for striking. It will be the responsibility of each team to ensure that curtains are opened and closed at the proper time and that scenery is correctly positioned and the set struck within the allowed time.
7. Infringement of the time limits laid down in Rules 5 and 6 will incur a penalty of 2 marks per minute or part minute.
8. All items of scenery and properties must be approved beforehand by the Festival Stage Director. Infringement of this rule may incur penalties and, in particular, infringement of Surrey County Council safety rules may incur disqualification.
9. A lighting plot must be submitted. **Lighting with technicians to operate the board will be provided by the Organisers.**
10. Sound equipment will be available. Operation during the performance or provision of additional equipment is the entire responsibility of the entering team.
11. The Organisers' decision on the order of performance or any matter arising from the rules or on any subject connected with the Festival is final.
12. The taking of photographs of adults and/or children, backstage or front of house, is strictly forbidden, unless prior consent has been obtained.

# WOKING DRAMA ASSOCIATION - ANNUAL DRAMA FESTIVAL

## CONDITIONS OF ENTRY

1. Acceptance of entries is at the sole discretion of the WDA Festival Sub Committee.
2. **NOT LATER THAN 8th July 2023** each team must submit to the Festival Secretary:
  - a) The Entry Form (Intention to Enter and Details of Play). Groups are requested to indicate the likely playing time to assist with programme planning. For clarity please type to complete the Word version of this form.
  - b) A copy of the script of the play as it is to be performed. This is for the use of the Adjudicator, and will be returned after the Festival. The Festival Committee will not accept scripts emailed to them for printing by the Festival. Entrants must provide a paper script at their expense.

**Photocopies are NOT acceptable, unless the play has not been published or the published edition is out of print. Email scripts are acceptable as long as they are accompanied by the permissions from the email publishers. These must be submitted as a hard copy.**

- c) A non-refundable entry fee of  
**£30 for youth entries (all cast aged 18 or under as at 1<sup>st</sup> September 2023)**  
**£60 for all other groups**

*This must be paid by Bank Transfer to Woking Drama Association's account:*

*Sort code: 40-46-48. Account no.61072692 quoting your group's name as Reference.*

*If you are unable to meet the above deadline it could result in your entry not being accepted for the Festival. If there is a problem, please ring the Festival Secretary to discuss as it might be possible to accept entries after this date in special circumstances.*

*Box Office: All tickets will be sold by Ambassadors Box Office via their website [www.atgtickets.com/venues/rhoda-mcgaw-theatre](http://www.atgtickets.com/venues/rhoda-mcgaw-theatre) Please note a transaction fee may be incurred*

*£10.00 for each competitive night. £15.00 for final night. Season tickets and discounts for block bookings may be available, Please enquire [wokingdramafestival@gmail.com](mailto:wokingdramafestival@gmail.com)*

3. **NOT LATER THAN 31<sup>st</sup> July 2023** each team must submit to the Festival Secretary:
  - a) Agent's licence to perform the play, with receipt for author's royalties, where applicable. *Note: Royalties for performances on the recall night will be paid by the WDA - see paragraph 7 below).*
  - b) Documents to show that the performance is permissible if not covered by a) above.
  - c) Agent's or author's written authorisation for any alteration to the text.
4. **NOT LATER THAN 31<sup>st</sup> August 2023** each team must submit the following to the Festival Stage Director – Lyn Mison – [lynmison@aol.com](mailto:lynmison@aol.com)
  - a) A layout of the set marked on the stage plan.
  - b) A list of furniture and scenery with approximate dimensions of large items.
  - c) Lighting requirements, including any special lights required.
  - d) Sound requirements.

*The pack of technical details is available for downloading from our website: [www.wokingdramafestival.co.uk](http://www.wokingdramafestival.co.uk) and will also be emailed to each entrant.*

5. **NOT LATER THAN 31<sup>st</sup> August 2023** each team must submit:

a completed Programme Details Form. This will be sent to you for completion as a Word document and must be typed for clarity. A photograph of the cast for use front of house and a short paragraph giving background information of the competing group will also be required. Contact details are:

email: [wokingdramafestival@gmail.com](mailto:wokingdramafestival@gmail.com)

6. No responsibility for loss of, or damage to, the personal property of competitors, or any other properties or material they may bring with them, will be accepted by the Association, nor will it hold itself responsible for any injury sustained by members of competing teams during the course of the Festival.

7. **LAST NIGHT RECALL**

The Adjudicator will be asked to select entries for recall on the final night of the Festival. This recall is voluntary, it is non-competitive, and should not be regarded as indicative of final placings in the Festival markings. *The Association will pay the royalties due for performances on the Recall Night*

**Please indicate on the Entry Form whether your group will be available for recall.**

8. **USE OF WEAPONS**

The legal regulations covering the use of any weapons in a production have been seriously tightened. Full information can be found on our website [www.wokingdramafestival.co.uk](http://www.wokingdramafestival.co.uk) A Risk Assessment form must be completed. This can also be downloaded from the website.

9. **AWARDS**

**BRUZAUD CHALLENGE CUP** for the best play of the Festival.

**EILEEN HARPER MEMORIAL TROPHY** for the next best play of the Festival.

**EDNA NASH CUP** for the play coming third in the Festival.

**THE JANE WALTERS YOUTH AWARD** for the best entry by a cast whose members are all under the age of 21 on 1st September. In order to safeguard a high standard of entry, a youth group must achieve 80% of the marks of the winning entry, in order to qualify for this award.

**MADLINE BODEN ROSE BOWL** for the best original play - to be presented at the Adjudicator's discretion. The winner of this award will be eligible to be considered for the Derek Jacobi Award for New Playwriting. This is awarded annually to the author of a new one-act play which was performed at an NDFA member festival in a twelve-month period between 1<sup>st</sup> July and 30<sup>th</sup> June. The play may not have been performed more than five times before nomination and it must be unpublished at the time of entry and remain unpublished until the announcement of the Award. Further information can be found at <http://ndfa.co.uk/the-derek-jacobi-playwriting-award/>

**THE GUILDBURYS AWARD** for technical excellence.

**THE SPOTLIGHT AWARD** for the best use of lighting.

**THE HUNTLEY CUP** Adjudicator's award.

**THE GODALMING THEATRE GROUP CELEBRATION 85 CUP** for the Director showing most imagination and flair.

**IAIN HOME ROSE BOWL** for the best performance by an actor.

**RICHARDS-SMITH CUP** for the best performance by an actress.

**HANDLEY-JONES CUP** for the best performance by a supporting actor.

**IRENE HUTCHENCE CUP** for the best performance by a supporting actress.

**DESMOND HOLT MEMORIAL CUP** for the Best Youth Actress

**THE DAVID HAWKSWORTH MEMORIAL CUP** for Best Youth Actor

**THE PAULINE BROWN AWARD** for Best Backstage Management.

**THE GRAHAM BROCKIS AWARD** for excellence in Sound Design

**THE JANIS BROCKIS AWARD** for Best Use of Costume

**THE WDA COMEDY AWARD** for Best Comedy Moment

# WOKING DRAMA ASSOCIATION - ANNUAL DRAMA FESTIVAL

## **ENTRY FORM - - TO BE RETURNED BY 8<sup>th</sup> July 2023**

**RETURN FORM TO: SHIRLEY CUMMING, 25 THE GROVE, WOKING, SURREY GU21 4AF**  
**01483 722909 [wokingdramafestival@gmail.com](mailto:wokingdramafestival@gmail.com)**

**Name of Society:** \_\_\_\_\_

**Name, Address and Telephone Number(s) of Secretary or Equivalent:**

\_\_\_\_\_  
\_\_\_\_\_

**E-mail address:** \_\_\_\_\_

### **DECLARATION**

This Society undertakes to provide the undermentioned entry in the above Festival, subject to acceptance by the Committee. The entry fee of £30 (youth – cast 18 or under\*) or £60 (adult – some or all cast over 18) per entry is to be paid by Bank Transfer 40-46-48 account 61072692 Woking Drama Association, quoting my group/society's name as reference. A hard copy of the script will or has been submitted to the Festival Secretary.

**I agree to accept, on behalf of my Society, all the rules and conditions covering the Festival and to accept the Committee's decisions and the Adjudicator's marking as final.**

Signed: \_\_\_\_\_ Secretary or Equivalent    Date \_\_\_\_\_

**Title of Play** \_\_\_\_\_

**Author** \_\_\_\_\_

**Type of Play** \_\_\_\_\_

Please indicate :      Cast all 18 or under\*       Some cast 18 or under\*   
                                 All adult cast

\* on 1<sup>st</sup> September 2023

### **Contact Details of Producer/Director:**

**Name and Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

### **Contact Details of Stage Manager:**

**Name and Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Contact Details of Lighting Designer:**

**Name and Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Contact Details of Sound Operator:**

**Name and Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Please indicate with a tick if:**

The play is expected to contain material (either textual or visual) which might be considered unsuitable for children.

The play is the category of the New Play Award – The play must not have been performed more than five times and must be unpublished at the time of entry. (*See point 9 of the Conditions of Entry – Madeline Boden Award*)

**Please also indicate estimated running time. This is to help plan each evening's programme.**

- 20-34 minutes (Short)**  
 **35-49 minutes (Medium)**  
 **50-60 minutes (Long)**

**Child Protection and Chaperones: (for youth participation in our Festival)** The Festival takes Child Protection very seriously and strictly adheres to the policies in force with Surrey County Council. Each group is responsible for providing chaperones (who are registered with a County Council) as per the County Council guidelines.

**Weapons:** The use of weapons on stage is strictly controlled by legislation and safety procedures must be adhered to. See full details in point 8 of the Conditions of Entry. A Risk Assessment form is required. Please indicate if this applies to your production.

**Producer's/Director's holiday dates** \_\_\_\_\_

**Secretary's holiday dates** \_\_\_\_\_

**We WILL/WILL NOT (*delete as appropriate*) be available for recall on the final night**  
(Saturday 14<sup>th</sup> October 6.30pm start)

*Please note:* When the Adjudicator chooses his order of programme for the recall night, we try to keep to it. You are therefore reminded that if you indicate that you are available this should mean that your cast and crew are available at any time on the recall night, be that first, second or third play on.



**BRITISH ALL-WINNERS FESTIVAL: (delete statement(s) which are not applicable):**

- If our play wins the Woking Festival we would like to put it forward for the All-Winners Festival in July 2024 (venue to be advised)
- Please do not put our play forward for the British All-Winners Festival
- If our play is the winning Youth Entry, we would like to put it forward for Selection to the All-Winners Festival in July 2024

**DATA PROTECTION:** Please refer to our Data Privacy Policy under the 'The Association' tab of the website [www.wokingdramafestival.co.uk/](http://www.wokingdramafestival.co.uk/) The information and contact points you have provided in this application may be used by the Woking Drama Association or shared with other Festival organisers to provide you with information about future Festivals. Please tick here if you **do not** wish to receive the information.

**CHECK LIST:** Please submit by 8<sup>th</sup> July:

- Entry Form
- Entry fee (see point 2c of Conditions of Entry for Bank Details)
- Script
- Licence (by 31<sup>st</sup> July)
- Indication of any dates **un**available for performance
- Indication of availability for Recall on final night
- Indication of youth participation (please note the Festival Secretary will need the names and ages of all those youth players (18 or under at 1<sup>st</sup> September) who are participating in **any** production, youth or adult.
- Indication of any weapons to be used in the production.

*If any of these are not available by the deadlines please indicate when you will be able to send them. Please note that this completed form is required but licences and names of participating youth players can be sent at a later date.*

