



The Applying Director

Re: Ellerslie Festival of One Act Plays – 11 to 20 November 2021

The Committee of the Ellerslie Theatrical Society thanks you for your expression of interest and application to submit and direct a play at Stables Theatre for The Ellerslie Festival of One-Act Plays in 2021. The information on the application form is required so that the process of selecting and producing plays becomes smoother.

Some of the Society's fundamental conditions and requirements in selecting and producing plays are as follows:

1. You should nominate a particular play you wish to direct for the society and you may nominate a second play as an alternative. A play nomination form should be completed for each play you put forward.
2. A publicised audition date is available for those plays not pre-cast. A list of roles and details will be required if you intend to audition.
3. Directors may not act in their own production.
4. The Director must provide a copy of the script.
5. The Director must know who holds the rights and the cost of the rights. For this the agent will need to know there will be five performances to a house with a seating capacity of 99 for an amateur dramatic group. (For example, some playwrights require that reading copies are purchased or hired and some also require the purchase of rehearsal copies).
6. The Director is to advise if the play contains offensive language, adult content or acts of violence.
7. The Committee reserves the right to approve final cast selection.
8. The Director, cast and crew must become financial members of the society.

Please complete the attached form and return it to the above address, marked for the attention of The Secretary or email to [info@ellerslietheatre.co.nz](mailto:info@ellerslietheatre.co.nz), by Friday 16 April 2021.

Yours sincerely

Anna Adam  
President

Checklist:

- Application Details form complete
- One Play Application Details form completed for each play submitted
- Copy script enclosed for each play submitted

## **Festival Information**

### **ETS**

- ETS will provide the theatre, publicity, and pay for performing rights and scripts.
- A black stage with basic lighting and stereo sound system (CD/minidisk) will be provided by ETS.
- Additional lighting and sound will only be provided by prior arrangement.
- ETS will provide a stage manager, lighting and sound technician and front of house staff.

### **Sponsorship (not essential)**

A Director may be sponsored by a theatre society or similar organization recognized by ETS. Sponsoring societies are eligible to buy advanced seats at two-thirds face value for resale. Sponsoring societies should provide rehearsal space and meet the production costs, including furniture, props, costumes, sound effects, transportation, and similar expenses, and provide any additional stage crew required. This is negotiable.

### **Plays**

- Performances must be between twenty and forty minutes' duration, unless agreed otherwise.
- Staging must be minimal, and cannot be stored on stage or in the theatre on days when the play is not being performed.
- A set up period of ten minutes will be allowed before and a clearance period of five minutes will be allowed after each performance.
- ETS will provide a stage manager but each production must rig and clear its own set, props, etc.

### **Programme**

The proposed program is that six plays will be selected and divided into two groups of three. Each group will perform on alternate nights. Plays will perform in the same order each night. At the moment the precise grouping and order has not been determined. Preferences will be requested after the final selection of plays has been completed. Each group will perform five times, including one matinee.

### **Tickets**

- All seat bookings must be made through the ETS booking system.
- All proceeds of the Festival are retained by ETS.
- Due to the number of people involved, complimentary tickets are limited to four per production.
- Each cast and crewmember will receive a complimentary ticket to the last night of the other group's plays. These are non-transferable.

### **Adjudication**

ETS may appoint an adjudicator or adjudicators for the festival.

### **Auditions**

The audition date is Saturday 10 June 2017 between 9am and 4.30pm. Time slots for each play will be advised. Due to the number of cast required, and because some plays have already been performed elsewhere (and so have an existing cast), auditions are not compulsory. ETS will advertise and hold auditions, for rolls not pre-cast, at the theatre for the festival. Directors are advised to invite preferred actors to an audition rather than pre-cast their plays. If an audition for any member of your cast is required, you will be asked to submit this along with a brief description of each of the parts after the final selection of plays has been completed.

### **Stage**

The ETS stage measurements:

Overall depth: 5700mm

Overall width: 8200mm

Proscenium opening width: 7500mm

Depth behind curtain: 4500mm

Depth of forestage: 800mm

The curtain will be closed between plays.

There will be two black legs either side of the stage and the rear wall will be painted black.

ETS will rig a set of black, horizontally opening curtains approximately 1m from the rear of the stage.

### **Lighting**

General coverage and back lighting will be provided (open white unless agreed otherwise).

Other lighting areas and effects by arrangement. Please advise your requirements on the application form stating:

- Individual lighting areas, including approximate size, position and colour;
- Any special effects (two permitted with more by agreement)

ETS will do their best to accommodate you but cannot guarantee anything at this stage.

ETS will provide the lighting operator.

### **Sound**

Each production must supply a CD or mini-disk containing all sound effects, preferably in the right order. It helps if there is 4 seconds of silence between tracks when they have to be played at different times. ETS can transfer CDs to mini-disk and do minor editing. You may provide your own sound operator or you can use ours.

**Wardrobe, Props and Furniture**

You are welcome to peruse the ETS wardrobe and props store for useful items.

All other costumes, props and furniture must be provided by the production.

If agreed in advance with ETS that a prop or costume is of value to ETS then ETS will pay for it.

**Rehearsals**

ETS has limited rehearsal facilities in the theatre. These are available Tuesday and Thursday evenings from 7:00 p.m. and Sundays between 12:30 p.m. to 9:30 p.m. This time will be divided equally between those groups requiring ETS rehearsal space. The rehearsal period starts on September 7 and runs through to November 4 2021. Of course, you may start rehearsals earlier elsewhere if you wish.

If you can make alternative arrangements for a rehearsal venue it would be helpful. Please advise your rehearsal space requirements on the application form. Note that sponsoring organizations are expected to provide free rehearsal space in exchange for the opportunity to sell tickets at a profit, but this is negotiable.

**Technical Rehearsals**

The theatre is booked for technical rehearsals as follows. Precise timetable to be advised.

Saturday 6 November 9:00 a.m. to 9:30 p.m.

Sunday 7 November 12:30 p.m. to 9:30 p.m.

Monday 8 November 7:00 p.m to 10:00 p.m (if required)

Tuesday 9 November 7:00 p.m to 10:00 p.m.

Wednesday 10 November 7:00 p.m to 10:00 p.m.

The season runs from Thursday 11 to Saturday 20 November 2021.

**Handover**

Each Director will hand over their play to the Stage Manager at the end of their last tech/dress rehearsal.

**Alterations to Rules**

ETS reserves the right to alter these rules at their sole discretion, after consulting with any entrants to the festival where possible.

**CONCLUSION**

The festival is a cooperative venture, so with six plays to put on, ETS needs a lot of cooperation from everyone. All things are negotiable, provided that everyone gets a fair share of what is available. If there is anything you want to discuss or know, please call or email Anna Adam ([info@ellerslietheatre.co.nz](mailto:info@ellerslietheatre.co.nz) Attn: Anna Adam).

The Committee – Ellerslie Theatrical Society Inc.

Application Details		
Applying Directors Name		
Telephone	Home	Work
	<input type="checkbox"/>	<input type="checkbox"/>
	Fax	Mobile
	<input type="checkbox"/>	<input type="checkbox"/>
Email		
<input type="checkbox"/>		
<i>Please tick box of your preferred contact method</i>		
Postal Address		

Please provide a brief description of your experience including previous directorial (or other) experience including the names and authors of plays directed. Please also enter any other relevant experience or qualifications. If you have directed two or more plays at Stables Theatre in the last five to seven years, the names and dates (production) of those plays will be sufficient for this element:

	Name of Play	Role (eg Director)	Theatre Where Produced	Dates
1				
2				
3				
4				
5				

<b>Other experience / information:</b>

Whilst the society has experienced support people available such as Personal Assistants, Designers, Stage Manager, crew etc, some Directors prefer to work with specific individuals. If you have specific people who you wish to work with, particularly if you have already approached them, please list them below. The Committee will consider your request in conjunction with the programming:

<b>Suggested Position</b>	<b>Suggested Appointee</b>	<b>Approached Yes / No</b>	<b>Contact Phone / Email</b>
<b>Personal Assistant</b>			
<b>Set Designer</b>			
<b>Lighting Designer / Operator</b>			
<b>Sound Designer / Operator</b>			
<b>Properties</b>			
<b>Costume Designer</b>			
<b>Crew</b>			
<b>Other Support People</b>			

The Society has specific duties assigned to these appointments and this must be discussed with the Committee before finalising appointments.

Thank you for your application. You will be contacted by a member of the committee on receipt of your application.

<b>Play Application Details</b> <i>(complete one application per play tick choice preference)</i>		
<b>Play</b> <i>(The application form must be accompanied by a copy of the script of the play)</i>		
<input type="checkbox"/> <b>1<sup>st</sup> choice</b>	<input type="checkbox"/> <b>2<sup>nd</sup> choice</b>	<input type="checkbox"/> <b>3<sup>rd</sup> choice</b>
<b>Playwright</b>		
<b>Performance Rights – Are they available and cost</b>		
<b>Script copies – cost</b>		
<b>Alternative Play/Playwright</b>		
<b>Notes / Problems / Source of Play</b> <i>(e.g. are there any special copyright requirement regarding the information that must appear on marketing/promotional material)</i>		
<b>Play – Casting Details</b>		
<b>Total Cast?</b>	<b>Male (number):</b>	<b>Female (number):</b>
<b>Approximate Length of play (minutes)?</b>		
<b>Are accents/languages required?</b>		
<b>Do you consider a voice coach is required and for what specific purpose?</b>		
<b>Are there any special casting requirements?</b>		
<b>Have you already cast or will you need to audition?</b>		
<b>If you have already selected the cast please list their names</b>		

<b>Name of Sponsoring Society</b> <i>(if applicable)</i>
<b>Is Rehearsal Space required?</b>
<b>Set/Staging Information</b>
<b>Outline of your ideas for staging the play including furniture and other large items</b> <i>(please see festival information regarding set-up and storage restrictions)</i>
<b>Sound / Lighting / Technical Information</b>
<b>Please outline any special requests, particularly special equipment required</b>
<b>Do you have any thoughts or requests regarding Budget?</b>