

Manx Amateur Drama Federation (MADF) Terms and conditions of entry

1. Entries can be made via entry form on the MADF website www.madf.im
2. Entry forms must be submitted to the Festival Director either as an email attachment or via the postal address on the form
3. Submission of entry forms must be no later than the closing date stipulated on the entry form.
4. Entries must be accompanied by a copy of the performance version of the script. These will be returned to the teams after the Festival.
5. Should a team choose to alter their script via edits, additions, or deletions. It is the responsibility of the participating team to seek the appropriate permission for these alterations. The consent of the publisher and/or the copyright holder must be produced with the entry form.
6. The entry fee is as follows:
 - i) One Act entries £45
 - ii) Full Length entries £60.
7. Entry fees must be submitted with the entry form, and can be paid as follows:
 - i) Cheques can be made payable to 'Manx Amateur Drama Federation' and posted to the Festival Director with the entry form
 - ii) Bank Transfer via the following.

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| Account Name | Manx Amateur Drama Federation |
| Sort code: | 30-12-80 |
| Account number: | 46891768 |

Please include the team's name or play title in the reference.
8. The entry fee will be refunded for any play not selected for performance in the Festival.
9. Confirmation of acceptance into the festival, will be immediately after the Festival selection date as shown on the entry form.
10. Every effort will be made to accommodate entries with their preferred performance

date, but MADF cannot guarantee this.

11. Teams may use professional support (eg director) but all such services must be given without payment.
12. Performing royalties are the responsibility of each Participating team. Confirmation of a licence to perform (where applicable) must be lodged with the Festival Director prior to the Festival. The Venue may request the performance license be displayed on the day of the performance.
13. Failure to supply a valid performance license will result in the disqualification of the play from the Festival, and the play cannot be performed.
14. Teams must provide copies of their lighting, sound, and staging plots **no less than 30 days** prior to the beginning of the Festival. These can be posted or emailed to the Festival Director or to the MADF Stage Manager at stagemanager@madf.im. Failure to do so may mean MADF is unable to offer the required technical support.
15. MADF may photograph and/or record any part of the Festival, (including the performances) throughout the event. Permission to Publish Consent forms will be issued to each team prior to the Festival. These give MADF permission to use any photographs or recordings for publicity and promotional purposes, and a member of each team will be asked to sign consent for the full team. These can be emailed to the Festival director in advance, or submitted to the Festival Stage Manager no later than the day of the performance.
NB you have the right to refuse consent, but this must be communicated to the Festival Director and Festival Stage Manager prior to the Festival.
16. Performing teams may not film, record or photograph, or engage someone to film, record or photograph their entry, during their festival performance, unless they have the prior consent of the festival Director. This is a requirement inline with our safeguarding procedures.
17. If any team includes a minor (defined as a person aged 16 or younger), they must be accompanied by an independent parent or guardian, at all times whilst present at the venue. A copy of the MADF Safeguarding document will be made available to all teams. If a minor is present at the venue, the MADF safeguarding document must be signed by a member of the Participating team. The Safeguarding document should be completed in advance and returned to the Festival Director or Stage Manager.
18. Unaccompanied minors will not be allowed to remain in any part of the Venue.
19. Participating teams must provide their own Stage Manager, and sound and lighting personnel to run their play (this can be the director). They will be required to work with the Venue technicians, and the Festival Stage Manager.
20. The Venue will be equipped with modern light and sound systems managed a Venue technician. Details of flats, rostra, lighting, and sound rigs will be available on confirmation of acceptance.
21. A Certificate of fire proofing will be required for any set or props brought into the venue by participating teams.
22. All staging, costumes and props must be cleared from the Venue by the end of the performance day.
23. MADF employs a Guild of Drama Adjudicator for the festival.

24. Adjudication will be conducted using the system of marking laid down by the Guild of Drama Adjudicators (GoDA) and is as follows:

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| Acting | 40 marks, |
| Production | 35 marks, |
| Stage presentation | 15 marks, |
| Endeavour originality and attainment | 10 marks |

25. An adjudication, which will be open to the general audience, will take place on stage immediately after the performance, or the final One Act performance, of the evening.
26. A private discussion with the Adjudicator, will be made available to each participating team after the final adjudication on the performance night. This will take place at the Festival club. **NB The Festival club takes place on licensed premises.** A member of MADF will be present but will not take part in the private discussion. If a team does not wish to attend, they must confirm this in advance with the festival director.
27. Marks will only be disclosed to individual teams.
28. Participating teams may request a written report from the Adjudicator. This is an arrangement between the team and the adjudicator only and cannot be arranged by MADF. A fee will be charged in accordance with GoDA requirements.
29. The award presentation will be presented on the final night of the Festival, unless otherwise advertised. No trophies are permitted to leave the Island. Winning teams/individuals will receive a certificate of achievement by email.
30. Members of participating teams can only watch from the auditorium on the night of their own performance. On any other occasion, they must hold a valid ticket.
31. Rifle microphones may be installed on the front of the stage for the duration of the Festival at larger venues. Any other sound enhancement can only be provided if MADF is notified in advance, and all costs will be passed onto the participating team. Please contact the Festival Stage Manager to discuss any further requirements.
32. MADF does not accept responsibility for loss or damage to personal property or any other properties or materials brought into the Venue.

Additional conditions related to Full length Plays

1. The Festival will endeavour to source scenery, furniture, and some set dressing, according to the requested specifications. **NB this may not always be possible.** If MADF is unable to source any item, then the team will be advised at the earliest opportunity.
2. Participating teams must supply their own costumes, props and small items of set dressing.
3. Furniture and paint requirements must be submitted by the date specified in the acceptance confirmation.
4. Any damage caused to props and/or equipment supplied by MADF or the venue will be charged to the participating team
5. It is the responsibility of the participating teams to make themselves available at the

Venue on the night prior to their performance. They must also be available from 10am on the day of their performance, for sound, lighting and set construction.

6. Any purchases made by MADF on behalf of a participating team, will be deducted from the travel grant. Receipts can be made available if required.
7. MADF will try to provide some backstage crew for each participating team. Lighting, sound, and technical support will be provided by the venue technicians
8. The adjudication will take place on stage immediately after the performance has finished.
9. All teams must deconstruct their set and clear the stage area immediately after their adjudication on their performance night.
10. Participating teams can claim a travel grant towards expenses after the performance. This will be settled by direct payment into a nominated bank account. The balance paid will be reduced by any additional costs incurred by MADF on the teams behalf.

Conditions relating to One Act Entries

1. MADF terms of entry are comply with the All England Theatre Festival (AETF) rules. The winning team is entitled to represent the Isle of Man with their performance at the AETF Festival later in the year. This is providing their production complies with the following:
 - i. They are awarded no less than 80 points
 - ii. Their performance runs for a minimum of 20 mins and a maximum of 55 mins
 - iii). On the performance night, the participating teams will be given a construction time of 10 minutes and a deconstruction time of 5 minutes, before and after their performance. This will be timed and recorded by a member of MADF.
2. No member of MADF or the Festival backstage crew can assist with the construction or deconstruction of the set. This is an AETF requirement. However, the use of structural equipment eg tabs or rostra which may require assistance or operation by venue staff, must be agreed with the Festival director prior to the performance.
3. MADF is not liable for any costs incurred should the winning team chose to attend the AETF. However financial assistance maybe available via the Spencer Wright Bursary. Please contact MADF for more details.
4. Participating teams will be allocated time for a technical set up on stage on the day of their performance. This is not part of the construction time in 1. lii) above. The time allocated will be the same for all teams, and will be no less than 1 hour and no more than 2 hours, depending on the number of teams entering the One Act Festival or the One Act part of the joint festival.
5. MADF cannot assist with sourcing costumes, scenery or properties, but the Festival van will be available to assist with transportation to and from the venue. This must be arranged with the Festival Stage Manager.