FESTIVAL TERMS AND CONDITIONS OF ENTRY

PART ONE: GENERAL TERMS AND CONDITIONS

1. Entries and Submission

1.1. Entries must be submitted using the **Entry Form** available on the MADF website: www.madf.im.

1.2. Completed entry forms must be sent to the Festival Secretary, either as an email attachment or by post to the address provided on the entry form.

1.3. All entries must be received by the closing date specified on the entry form.

1.4. Each entry must be accompanied by a hard copy of the script in the version intended for performance. Scripts will be returned to participating teams after the Festival.

1.5. Where a team intends to make edits, additions or deletions to a script, it is the responsibility of that team to obtain the necessary permissions. Written consent from the publisher and/or copyright holder must accompany the entry form.

2. Entry Fees and Payment

2.1. Entry fees are as follows:

- One-act play: £45
- Full-length play: £60

2.2. Entry fees must be submitted with the entry form and may be paid by either of the following methods:

By cheque: Payable to Manx Amateur Drama Federation and posted to the Festival Secretary with the entry form.

By bank transfer:

- Account Name: Manx Amateur Drama Federation
- Sort Code: 30-12-80
- Account Number: 46891768

Please include the team name or play title as the payment reference.

2.3. Entry fees will be refunded for any play not selected for the Festival.

3. Selection and Performance Dates

3.1. Teams will be notified of the outcome of the selection process following the selection date specified on the entry form.

3.2. MADF will make every effort to accommodate teams' preferred performance dates; however, this cannot be guaranteed.

3.3. Teams may use professional support, such as a director, provided that all such services are supplied without payment.

4. Performance Rights and Licensing

4.1. Participating teams are responsible for all performance royalties. Where applicable, confirmation of a valid performance licence must be provided to the Festival Secretary before the Festival. The Venue may also require the licence to be displayed on the day of performance. For self-written play, author should provide e-mail permission

4.2. Failure to provide a valid performance licence will result in disqualification, and the play will not be permitted to perform.

5. Technical Requirements

5.1. Teams must submit copies of their lighting, sound and staging plots to the Festival Secretary or MADF Stage Manager at stagemanager@madf.im.

5.2. These must be submitted no later than:

- One-act plays: 30 days before the Festival.
- Full-length plays: Eight weeks before the Festival.

Plots may be submitted by post or email. Failure to meet these deadlines may prevent MADF from providing the required technical support.

5.3. Each participating team must provide its own Stage Manager and consult the **Venue's Technical Pack** for guidance.

6. Participant Information, Safeguarding and Consent

6.1. MADF may photograph and/or record activities throughout the Festival, including performances, for publicity and promotional purposes. Following selection, teams must complete a **Participant / Safeguarding Form**, which will include photographic and recording consent, details of participants aged 16 and under for performance licensing purposes, and information about participants who may require additional assistance.

6.2. Participants may refuse consent to photography or recording.

6.3. Participating teams must not film, record or photograph their own entry during the Festival performance, or engage anyone else to do so, without the prior consent of the Festival Secretary. This requirement forms part of MADF's safeguarding procedures.

6.4. Any participant aged 16 or under must be accompanied by an independent parent or guardian at all times while present at the Venue. Unaccompanied minors will not be permitted to remain in any part of the Venue. All teams must comply with MADF safeguarding requirements.

7. Youth Plays and Performers

7.1. For MADF Festival purposes, a youth performer is defined as a person aged 21 or under. MADF may offer awards specifically for youth performances or performers.

7.2. The All England Theatre Festival (AETF) does not have separate youth awards or age-related distinctions between performers. Youth-only and mixed-age casts are equally eligible to progress to the next round of the AETF competition, subject to the Festival's qualifying requirements.

8. Adjudication

8.1. MADF appoints an adjudicator who is a member of the Guild of Drama Adjudicators (GoDA).

8.2. Adjudication will follow the GoDA marking system, with marks allocated as follows:

Category	Marks
Acting	40
Direction	35
Stage Presentation	15
Dramatic Achievement	10
Total	100

8.3. Adjudication will be open to the general audience and will take place on stage immediately after the performance or, where applicable, after the final performance of the evening.

8.4. A private discussion with the adjudicator will be available to each participating team following the final adjudication on its performance night. A MADF representative will be present but will not participate in the discussion.

8.5. Teams that do not wish to attend the private discussion must notify the Festival Secretary in advance.

8.6. Marks will be disclosed only to the individual teams concerned.

8.7. Teams may request a written report from the adjudicator. This is an arrangement between the team and the adjudicator and cannot be arranged by MADF. A fee will be charged in accordance with GoDA requirements.

9. Awards and Attendance

9.1. Unless otherwise advertised, awards will be presented on the final night of the Festival.

9.2. Trophies must not be taken off the Island. Winning teams and individuals will receive a certificate of achievement by email.

9.3. Members of participating teams may watch from the auditorium on the night of their own performance, if space is available. On any other occasion, they must hold a valid ticket.

10. Liability

10.1. MADF accepts no responsibility for loss of or damage to personal property, or any other property or materials brought into the Venue.

PART TWO: ADDITIONAL CONDITIONS FOR FULL-LENGTH PLAYS

1. MADF will endeavour to source scenery, furniture and some set dressing in accordance with the specifications requested. This may not always be possible. Teams will be advised at the earliest opportunity if MADF is unable to source a requested item.
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 or equipment supplied by MADF or the Venue will be charged to the participating team.
5. Participating teams must make themselves available at the Venue on the evening before their performance. They must also be available from 10:00 am on the day of their performance for sound and lighting checks and set construction.
6. Any purchases made by MADF on behalf of a participating team will be deducted from that team's travel grant. Receipts can be provided on request.
7. MADF will endeavour to provide some backstage crew for each participating team. Lighting, sound and technical support will be provided by the Venue's technicians.
8. Adjudication will take place on stage immediately after the performance has finished.
9. Participating teams must dismantle their set and clear the stage area immediately after adjudication on their performance night.
10. Participating teams may claim a travel grant towards expenses after their performance. Payment will be made directly into a nominated bank account. The amount paid will be reduced by any additional costs incurred by MADF on the team's behalf.

PART THREE: ADDITIONAL CONDITIONS FOR ONE-ACT PLAYS

1. MADF's terms of entry comply with the rules of the All England Theatre Festival (AETF). The winning team is entitled to represent the Isle of Man at the subsequent AETF competition, provided the production meets the following qualifying requirements:

   a. The production receives a minimum of 80 points.

   b. The performance runs for a minimum of 20 minutes and a maximum of 55 minutes.

   c. Each team will be allowed 10 minutes for setting up and 5 minutes for striking their set. These times will be timed and recorded by a MADF representative on the performance night.

2. MADF members and Festival backstage crew may not assist with set construction or deconstruction, in accordance with AETF requirements. The use of structural equipment, such as tabs or rostra, that may require assistance or operation by Venue staff must be agreed with the Festival Director before the performance.
3. MADF is not liable for any costs incurred should the winning team choose to attend the AETF competition. Financial assistance may be available through the Spencer Wright Bursary. Teams should contact MADF for further information.

4. Participating teams will be allocated time for technical set-up on stage on the day of their performance. This is separate from the construction time specified in Condition 1(c) above. All teams will receive the same allocated time, which will be no less than one hour and no more than two hours, depending on the number of entries in the One-Act Festival or the one-act section of a combined Festival.
5. MADF cannot assist with sourcing costumes, scenery or props. The Festival van may be available to assist with transportation to and from the Venue. Arrangements must be made with the Festival Stage Manager.