17th September 2016

Dear Sir/Madam

**Southern Counties Drama Festival 20th – 25th February 2017**

With the sun baking down on me and a full glass of chilled plonk beside me it is my great pleasure to report that this has been quite a year for the Southern Counties Drama Festival! Our 2016 winners, Glow Theatre Group, won the Eastern Area Final and went on to perform as one of only 4 groups at the English Final in Maidenhead. Although not winning outright, they gave a fantastic representation of themselves and walked off with the Best Stage Presentation trophy, an award they also won at each of the previous rounds. I raise my now nearly full glass of plonk to them!

And with the bar set high now, you find us tying our laces and pacing out our run-up in preparation for an attempt to Fosbury flop our way over it at next year’s Festival! We are delighted to welcome back the immensely experienced and highly sought after Mike Tilbury to be our esteemed adjudicator, and the eventual winners will have home advantage heading into the Eastern Area Final as we will also be hosting that on 27th May at the Barn Theatre.

We are also very proud to announce that the ICB Group have very generously agreed to be our new sponsors and we look forward to welcoming them to our little family and hope that they enjoy their first year of being involved.

As always we are keen to encourage new groups to take part in this friendly Festival and with that aim I am enclosing entry forms in the hope that you will consider entering a play next year. If you have any queries or concerns about entering the Festival our friendly Festival Director, Bruce Reed, would be delighted to talk to you or even arrange a meeting at the theatre to show you around. You can ring Bruce at the Festival Office on 01959 561811 or 07802 302025. The completed forms would need to be returned to us with your remittance by 17th October. If you need more entry forms please photocopy as necessary, email or phone and request more forms from us, or simply download additional copies from our website: <http://www.barntheatreoxted.co.uk/scdf.html>

Once entries have been confirmed we will issue the remaining technical and programme information forms for completion later in the year.

So I raise my now half full and slightly warm glass of plonk to you and hope that you enjoy the rest of the tropical weather and I very much look forward to welcoming you back to the Southern Counties Drama Festival next year.

With kind regards



Peter Calver

Chairman SCDF

## SOUTHERN COUNTIES DRAMA FESTIVAL 2017

# PRELIMINARY ROUND OF THE ALL-ENGLAND THEATRE FESTIVAL

**20th – 25th February 2017**

Festival Chairman: Peter Calver, Festival Secretary: Carolyn Rowley, Festival Director: Bruce Reed.

**Festival Office: 15a High Street, Westerham, Kent, TN16 1RA**

**Telephone: 01959 561811 or 07802 302025 Email: scdfatbarn@btinternet.com**

**OPEN AFTERNOON**

The festival venue, **THE** **BARN THEATRE, Bluehouse Lane, Oxted, Surrey**, **RH8 0AA**, will be on view on **Sunday, 29th January 2017** **from 2pm until 3.30pm,** primarily for Producers, Directors, Stage Managers and technicians but other members of the team are welcome also. The Festival Committee and technicians will be there to answer any queries and discuss the details of staging, lighting and sound requirements for your entry, so please do make the effort to come along. The Barn stage can often be available for rehearsals so please enquire if this is of interest.

**TECHNICAL REHEARSALS**

Technical rehearsals will be held on one or two days (to be determined by the number of entrants) over the weekend of the **18thand 19th February 2017**. These will be allocated by the Festival Director and each session lasts 30 minutes.

**COMPLETION OF FORMS**

There are various forms that entrants need to complete by certain dates. We realise that sometimes you do not have all the information requested and if this is the case please tell us, rather than delay submission of your forms.

FORM A The entrance form, which should be completed and sent to the Festival office, to be received by **Monday 17th October 2016**

 **PLEASE NOTE THAT THE FORMS BELOW WILL BE SENT OUT FOLLOWING THE CLOSING DATE FOR ENTRIES i.e. AFTER 17th OCTOBER**

FORMS B, C, D & E These forms provide information which will be used in the programme and the technical details required by the backstage team. Please return all the completed forms to the Festival Office, to be received by **Monday 16th January 2017**.

 The programme will be made up shortly after this.

INSURANCE We need to remind entrants that insurance cover for all items brought to the theatre is the responsibility of the entrant.

We realise that the planning of a festival play is often fraught with problems around this time of the year. We have considerable experience of festival and if you have something you would like to discuss please do get in touch and if we can assist, we will.

*Form A*

## SOUTHERN COUNTIES DRAMA FESTIVAL 20th – 25th FEBRUARY 2017

# ENTRANCE FORM

**Please complete and send off to ensure receipt by the Festival office by Monday 17th October 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of Society |       | Adult or Youth entry |  |

2. Name & address to which all festival postal correspondence should be sent:

|  |  |
| --- | --- |
| Name |       |
| Address |       |
| Phone |       |
| Email address |      to which **all** festival email correspondence, should be sent |

|  |  |
| --- | --- |
| 3. Would you like a written adjudication at a cost of £40  | Yes [ ]  No [ ]  |
| 4. Title & Author of play |       |
| 5. Estimated playing time |       |
| 6. Number of speaking parts |       |
| 7. Do you wish to be considered eligible to go forward to all other stages of the  All-England Theatre Festival 2017?  | Yes [ ]  No [ ]  |

8. **PLEASE ENCLOSE WITH THIS FORM**:
(Cheques to be made payable to the Southern Counties Drama Festival or paid direct by bank transfer to the Southern Counties Drama Festival, account number 69595703, Santander, sort code 09-01-55 quoting group name as a reference for identification)

#### Entrance fee of £135 for each entry which includes 15 tickets at £8 each for the evening of your performance, for you to sell or dispose of as you like.

1. Fee of £40 for written adjudication.

9. One copy of your play should be received by **16th November 2016** at the latest. If cuts are made to the script, written permission from the appropriate authority should accompany the script, as the adjudicator will wish to see this permission.

## UNDERTAKING

1. I undertake to pay any royalty before the performance.

2. On behalf of my Society, I undertake to abide by the rules and any decision of the Festival Committee with regard to any matter relating to the Festival arrangements.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Date |       |