



NSW PUBLIC SCHOOLS STATE DRAMA FESTIVAL 2016

PRE-FESTIVAL INFORMATION PACK

All information due
Monday 5 September 2016

Teachers Checklist

General Information Sheet	<input type="checkbox"/>
Copyright details – Please note we require ALL the requested information on this form	<input type="checkbox"/>
Props/Set Elements	<input type="checkbox"/>
Audio & Lighting Sheets	<input type="checkbox"/>
List of Performers Names	<input type="checkbox"/>
Workshop Booking Form	<input type="checkbox"/>
Scripts (portrait only) x 4 due Friday 23 September 2016	<input type="checkbox"/>

Due Monday 5 September 2016

Fax 9569 6878 OR Email: drama.artsunit@det.nsw.edu.au



NSW PUBLIC SCHOOLS STATE DRAMA FESTIVAL 2016

GENERAL INFORMATION

School: _____

Item Name: _____

Contact Teacher: _____

Email: _____ Mobile: _____

Principal Name: _____

School Email: _____

Performance Style - please tick

- | | |
|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Circus Skills/Clowning | <input type="checkbox"/> Playbuilt piece |
| <input type="checkbox"/> Commedia dell'arte | <input type="checkbox"/> Puppetry |
| <input type="checkbox"/> Improvisation | <input type="checkbox"/> Role-play |
| <input type="checkbox"/> Mask Work | <input type="checkbox"/> Script Adaptation |
| <input type="checkbox"/> Mime | <input type="checkbox"/> Script Interpretation |
| <input type="checkbox"/> Movement | <input type="checkbox"/> Street Theatre |

Other (please specify): _____

School Year of Performers (ie Kindergarten - Year 12): _____

Number of Performers in Group: _____ Time Duration of Performance: _____

Please provide a **brief description of the intent of your work** for possible inclusion in the announcer's script. This needs to be **no longer than 3 succinct sentences** that define the ideas behind the work.

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COPYRIGHT INFORMATION

School: _____

Item Name: _____

Contact Teacher: _____

Does your performance use script interpretation/adaptation? Yes No

If **Yes**, please complete the following:-

Title of Published Work: _____

Name of Playwright/Author: _____

Name of Publisher: _____

**If you're using a published work, you need to have copyright clearance.
Please read the information below.**

The State Drama Festival organisers adhere to all copyright laws. When a school requires additional copyright permission, copies of permission need to be attached to the application for inclusion. To support the State Drama Festival Committee, please abide by the following *general* copyright guidelines.

Scripted Drama

Before including any aspect of a scripted drama piece or text, visual images or graphics, please ensure you have secured the right to perform the piece or use the visual images and graphics for a public audience. You must contact APRA www.apra-amcos.com.au and/or the publisher directly to seek approval. This may involve having to purchase additional licenses to perform the dramatic work in public.

A copy of all copyright permission/approval to perform obtained that falls outside of the Educational Copyright Agreement must be attached to the application form.

For detailed copyright information, please visit the following websites:-

- Smartcopying – The official guide to Copyright Issues for Australian Schools and TAFE www.smartcopying.edu.au
- APRA/AMCO www.apra-amcos.com.au
- ARIA www.aria.com.au

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PROPS & SET ELEMENTS

School: _____

Item Name: _____

Contact Teacher: _____

Detailed list and explanation of props or set elements.

Please include approximate **size** and **weight** of large props and **number** (eg chairs).

Indicate position of props on stage diagram below.

Downstage

Upstage

Opposite Prompt

Prompt

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AUDIO

School: _____

Item Name: _____

Contact Teacher: _____

Please put the following information on any recording you make:-

- This recording has been made under license from AMCOS and ARIA for educational purposes only.
- The title of the musical works used.
- The composer/lyricist/arranger of the musical works.
- The record company label of the CDs you have used or if purchased from iTunes, the relevant information.

Title of track/s used: _____

Composer/lyricist/arranger: _____

Length of piece of music used: _____

Record company label: _____

Title of track/s used: _____

Composer/lyricist/arranger: _____

Length of piece of music used: _____

Record company label: _____

Title of track/s used: _____

Composer/lyricist/arranger: _____

Length of piece of music used: _____

Record company label: _____

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If you're using audio recording, you need to have copyright clearance. Please read the information below.

COPYRIGHT INFORMATION

Audio Recordings

Schools should choose sound recordings from commercially available CD's or through iTunes. Once the sound recording has been legally purchased, the school is not automatically covered for copyright under the educational copyright agreement. Some sound recordings may fall under the category of 'Grand Right Works' or 'Dramatic Context' and additional licence/s may need to be obtained. To seek advice or clarification, please refer to the APRA AMCOS website <http://www.apra-amcos.com.au>

Schools wishing to use sound recordings from an unsigned artist (artist who is not with a record label and the music is not available to purchase), YouTube or a composer with an original music piece not commercially available, then permission needs to be sought. Schools are required to directly contact the original composer and gain written permission to use the sound recording.

Once schools have permission to use the sound recording and purchased additional licences (if required) *the school is still not automatically covered for copyright* under the educational copyright agreement. ***It is what the school does with the original sound recording that may require additional permission and payment.*** These fees are called **Arrangement Fees**.

If the school changes an original sound recording in any way such as changing lyrics, deleting lyrics, changing the tempo, looping instrumental sections, changing the order of the song or merging multiple sound recordings together so they overlap etc then permission needs to be sort. This includes using programs such as Garage Band or having a professional edit the sound recording.

To seek permission, the school needs to contact the record label directly, eg Sony BMG, and seek information on the approval process. The school will need to explain the context of how the music will be used, changes the school intends to make, the number of performances the school will use this music for and the number of copies of the music that the school will need to make.

Information about the record label is usually on the CD cover. If the sound recording was purchased from iTunes, the information can be found in the album details. If schools are unsure of the record label to contact or the record label contact details, please contact ARIA www.aria.com.au

Schools will need to seek permission for the arrangement of each sound recording and the school needs to pay the appropriate fees for the arrangement of each song.

For detailed copyright information, please visit the following websites:-

- Smartcopying – The official guide to Copyright Issues for Australian Schools and TAFE www.smartcopying.edu.au
- APRA/AMCO www.apra-amcos.com.au
- ARIA www.aria.com.au



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ADDITIONAL INFORMATION

School: _____

Item Name: _____

Contact Teacher: _____

Day of Performance: Thursday Matinee Thursday Evening Friday Matinee Friday Evening

Please explain any other technical (ie lighting/sound) or production elements essential to the production of your item.

Due Monday 5 September 2016

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PRODUCTION PHONE MEETINGS

There will be an opportunity for you to contact Christopher Snape (Technical & Lighting Designer) for a pre-Festival Production Meeting to discuss your lighting/sound requirements. This meeting will be done by phone or by email.

The following are the contact details for the Technical & Lighting Designer:-

Christopher Snape

Mobile: 0427 253 877

Email address: Ld@christophersnape.com

This phone call is not compulsory but an option so that all teacher/directors will have an opportunity to discuss their work prior to technical rehearsals. These discussions can help the Lighting Designer to know the type of lights/technical equipment that is required prior to your Technical Rehearsal.

Each phone call will only last up to 10 minutes duration. These phone calls/emails should only happen between **Monday 10 October** and **Friday 14 October 2016**. This being is the week prior to the lighting and technical equipment being bumped into the theatre.

Further enquiries about the Festival please contact:-

Jane Simmons - Drama Performance Officer, The Arts Unit

Phone: 8512 1175

Mobile: 0408 469 628

Fax: 9569 6878

Email: jane.simmons10@det.nsw.edu.au

Postal Address: The Arts Unit, Locked Bag 3003, Summer Hill, NSW 2130

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SCRIPTS

It is extremely important that all participating groups provide FOUR copies of their script to The Arts Unit by Friday 23 September. Please note the following requirements:-

- All scripts must be accurate – please check for last minute changes to the actual script spoken by actors.
- All scripts must be TYPED and use double spacing.
- All scripts must use Arial font in 12pt and in portrait mode.
- All movement must be clearly described, especially if sound or lighting cues rely on specific movements. It is important to know what comes just BEFORE the cue. These movement descriptions must also be double spaced.
- Scripts may be sent by post, or scanned and sent by email.

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PARTICIPATION & PUBLICITY CONSENT FORM

Parents and guardians are asked to complete this form and return it to your school's Drama Festival contact teacher as soon as possible.

I give permission for _____ (Student's Name)

Name of School: _____

To perform in the 2016 NSW Public Schools State Drama Festival to be held at the Everest Theatre, Seymour Theatre Centre on 20 & 21 October 2016 and to be involved in promotional activities for this program which may include social media use, live stream and The Arts Unit and Department of Education promotion and website. This may include still and video photography. I approve the latter use of any audio or video recordings and still photographs associated with the production, for promotion of the NSW Public Schools State Drama Festival and/or The Arts Unit Department of Education.

Please be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____

This form is to be retained at your school

Do not return this form to The Arts Unit

Please notify the Arts Unit if there are any students who do not wish to provide publicity consent.



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LIST OF PERFORMERS NAMES

School: _____

Item: _____

Date of Performance/s: _____

Contact Teacher: _____ Mobile: _____

Contact Teacher: _____ Mobile: _____

NO	FIRST NAME	SURNAME	GENDER
1.			
2.			
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NSW PUBLIC SCHOOLS STATE DRAMA FESTIVAL 2016

PRIMARY SCHOOLS WORKSHOPS

To accompany the 2016 NSW Public Schools Drama Festival, The Arts Unit will run specialist Drama workshops for interested primary students and schools. These workshops will be held before and after the 2016 Drama Festival Primary Schools Matinee on Thursday 20 October at the Seymour Centre from 9.30am-10.30am and 2.00pm-3.00pm cost \$15 (including GST) per student. All workshops will be led by professional practitioners from the performing arts industry.

PRIMARY WORKSHOP DETAILS (choose one)

Improvisation

Improvisation is not only a lot of fun; it is also an essential skill for any performer. It develops your ability to think on your feet, commit to imagined circumstances, and collaborate with others. In this workshop we will address the core principles of improvisation and use them to make imaginative devised scenes.

Acting Skills

Using props and costumes as inspiration, this workshop will focus on developing characters from 'the outside-in'. We will explore how an everyday item can act as a springboard for our imaginations, using them as clues to help us design and inhabit original characters. Once we have given them a rich backstory, we will discover how these people walk and talk – and even let them meet one another!

Circus

Learn to balance on each other and tumble in an energetic and fun workshop. Students will learn how to safely create spectacular shapes and use exciting physical skills in their performances. Life is more fun when you're upside down!

We encourage students to attend the workshops in order to enhance and extend their Drama skills, mix with lots of other students who are also engaged in creative play and for the sheer fun of it!

Further information about the festival can be found [here](#). If you have any questions or concerns, please feel free to contact us.

Jane Simmons

Drama Performance Officer

Tel: 8512 1175

Email: jane.simmons10@det.nsw.edu.au



NSW PUBLIC SCHOOLS STATE DRAMA FESTIVAL 2016

SECONDARY SCHOOLS WORKSHOPS

To accompany the 2016 Drama Festival, The Arts Unit will run specialist Drama workshops for interested secondary students and schools. These workshops will be held before and after the 2016 Drama Festival Secondary Schools Matinee on Friday 21 October at the Seymour Centre from 9.00am-10.30am and 2.00pm- 3.30pm cost \$20 (including GST) per student. All workshops will be led by professional practitioners from the performing arts industry

SECONDARY WORKSHOP DETAILS (choose one)

Improvisation

Improvisation is not only a lot of fun; it is also an essential skill for any performer. It develops your ability to think on your feet, commit to imagined circumstances, and collaborate with others. In this workshop we will address the core principles of improvisation and use them to make imaginative devised scenes.

Acting Skills

Using props and costumes as inspiration, this workshop will focus on developing characters from the external to the internal. We will explore how everyday items can act as a springboard for our imaginations, using them as clues to help us design and inhabit original characters. We will experiment with how these people differ from ourselves physically and vocally – and using the rich backstory we have created for them, devise and present a short monologue as these characters.

Circus

Learn to balance on each other and tumble in an energetic and fun workshop. Students will learn how to safely create spectacular shapes and use exciting physical skills in their performances. Life is more fun when you're upside down!

We encourage students to attend the workshops in order to enhance and extend their Drama skills, mix with lots of other students who are also engaged in creative play and for the sheer fun of it!

Further information about the festival can be found [here](#). If you have any questions or concerns, please feel free to contact us.

Jane Simmons

Drama Performance Officer

Tel: 8512 1175

Email: jane.simmons10@det.nsw.edu.au



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FESTIVAL WORKSHOPS – SCHOOLS BOOKING FORM

Venue – Seymour Centre

Cnr City Road and Cleveland Streets, Chippendale

School: _____

Contact Teacher: _____ Mobile: _____

Date	Workshop	No of Students	Total Cost
Thursday 20 October	9.30am Primary Schools W/S (concludes at 10.30am)	_____ @ \$15.00	\$
Thursday 20 October	2.00pm Primary Schools W/S (concludes at 3.00pm)	_____ @ \$15.00	\$
Friday 21 October	9.00am Secondary Schools W/S (concludes at 10.30am)	_____ @ \$20.00	\$
Friday 21 October	2.00pm Secondary Schools W/S (concludes at 3.30pm)	_____ @ \$20.00	\$
			\$

Booking Instructions

Please rank (1-3) your preferred workshops:-

- Improvisation
- Acting Skills
- Circus

To secure places in the workshops choose one of the following options:-

OPTION 1 - Return your completed booking form and we will direct debit the school the cost.

Please indicate if you would like to select this option YES NO

OR

OPTION 2 – Return your completed booking form together with your cheque/money order made payable to **The Department of Education**.

Please indicate if you would like to select this option YES NO

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