



6 March 2019

**Parel Vallei Playhouse High School Drama Festival  
6 – 14 August 2019**

Dear High Schools

We are extremely excited to invite you to Somerset West as we partner with the Playhouse Theatre and the Helderberg Eisteddfod to present an annual, now bilingual, High School Drama Festival.

Our prestigious festival will be awarding actors, writers, directors, designers and technical crew with Gold, Silver and Bronze certificates. The top three plays will also be invited perform again in the finals on Wednesday, 14 August.

Attached please find our festival poster and entry form. Here are the rules:

1. Only high/secondary schools may participate.
2. Any scripted or original one-act play, musical, cabaret or literature programme may be entered; provided that either dialogue, costumes, movement, décor or props (or all) are incorporated in the programme.
3. Length of plays: minimum 20 minutes to maximum 45 minutes.
4. **Please note that entry forms must be completed in full.** All actors and the characters they portray, technical staff as well as the director and dramatist must be on the entry form. Please adhere to the closing date for entries. By failing to do so, unnecessary pressure is placed on the management who have to finalise rehearsal times and plan the programme.
5. Décor and props must be planned carefully and be restricted to a minimum. Four standard blocks, two tables and six chairs will be provided. It is your responsibility to transport your décor to Somerset West. The committee will assist wherever possible. A stage manager will be on hand to help store and set up your items.
6. Fifteen minutes are allowed between plays (Five minutes to dismantle, five minutes to set décor for the next play and five minutes to usher the next audience in). No decor may be left behind the stage as this restricts movement of actors and technical staff, especially when a play has a large cast. Please ensure that all back-stage activities are carefully planned in order to prevent any disturbances and crises that may occur.
7. A stage and lighting plan will be provided on request to participating schools / groups. The performance area is 10m x 10m.
8. The management will allocate a **45 minute** rehearsal time for all participants on the afternoon of the performance. This opportunity must be utilised to plan all back stage activities, the positioning of decor and the marking of their positions with masking tape and to do a light and sound rehearsal. **Please note that only the school rehearsing will be allowed in the venue at this allocated time!** Rehearsal times will be finalised within 2 weeks after the closing date for entries.

9. Stage management, sound and lighting are under the control of the PV Playhouse Drama Festival committee. Any special effects or requests must be discussed and planned well in advance. Every school/group must have their own sound and light operator(s) who must work in conjunction with the control room operators.
10. Please email a copy of your script one week before your performance for the judge's perusal.
11. Performing rights should be obtained from **DALRO, P.O. Box 9292 Johannesburg 2000** or the dramatist. Please indicate on the entry form if it is a NEW or ORIGINAL PLAY, as there is an AWARD for this.
12. **Three** adjudicators will adjudicate each play. A brief discussion will be held after each **group** session, and we would urge all participants to be present. Individual adjudicator notes/comments will be emailed in the week after performance. The nominations and trophy winners will be announced during the awards ceremony event on **14 August at 21h00** at the Playhouse Theatre.
13. Entries will be scheduled from the Wednesday through to the Tuesday.
14. **The entry fee will be R350.00 per play** and this will include: Entry to the venue for all participants on the day of their performance and relevant administration and certificate costs.
15. Entry fee to view productions is R30.00 for adults and R20.00 for school going pupils per night (three shows). Finals will cost R50 a ticket for all three productions.
16. For the purposes of marketing your play, we encourage you to create a separate **advertising poster**, which should reach us in high resolution jpeg format by **14 June 2019**. We will use this on our social media platforms.
17. The content of the plays must be suitable for school audiences. **If, however, the context of the play is such that it may not suit school audiences, please indicate on the form and motivate in the section that provides for ADDITIONAL INFORMATION.**
18. **Closing date for all entries AND payments: Friday 03 May 2019.**

***Mail entries and proof of payment to:*** [ypienaar@pvallei.co.za](mailto:ypienaar@pvallei.co.za)

***Parel Vallei High School***

***ABSA***

***Acc: 2900141311***

***Code: 632005***

***Payment reference:3000/007 (school name)***

***\*\* Please note that any changes to the entry form prior to the performance date, must be made in writing and addressed to Y Pienaar in advance at the above address.***

We look forward to welcoming you to the annual festival.

*Yours in theatre*

**Yanou Pienaar**

***Festival Co-ordinator***