

## **Theatre Association of New York State Festival Guidelines**

### **I. What Types of Productions Can Be Entered in the Festival?**

Any performance of a theatrical nature can be considered – already published or original, musical or nonmusical: full-length play, one act play, cutting of a play or compilation script. The production can be fully staged, a staged reading or readers' theatre.

Productions can be entered in the Short Production category (60 minutes or less) or in the Long Production category (over 60 minutes).

Any production considered for Festival entry must have proof of permission from the leasing agent and/or author(s). If it is a cutting or compilation, proof of permission to perform the production as cut or compiled must also be provided.

Festival Rules require that all productions must be set up in 10 minutes or less and struck in 10 minutes or less.

### **II. Special Opportunity for Community Theatre Groups**

Community Theatre Groups are eligible to enter the Short Production (under 60 minutes) category for consideration to move forward to represent New York State at the Eastern States Theatre Association Festival (ESTA).

Academic groups can also enter the Short Production category, however, they will not be eligible to represent New York State at the ESTA Festival.

Community Theatre Groups may also enter the Short Production category even if they do not wish to be considered to represent New York State at the ESTA Festival. If a Group accepts an invitation to Festival and does not wish to be considered for the ESTA Festival, they must notify the Vice President of Adjudication Services when they accept the invitation.

A. A Community Theatre Group is defined as any non-professional theatre group organized for at least one year prior to the TANYS Festival, who has produced at least two shows prior to the TANYS Festival dates, and who is governed by a Board from the community. Groups from city or county departments, colleges, universities, military bases, etc., must have a governing board from the community, separate from the umbrella organization.

B. A Short Production is defined as a one act, a cutting of a full length play or musical, a compilation, or any other performances of a theatrical nature whose total length of performance may not exceed sixty minutes (including introductions, scene changes and curtain calls.) Anything which brings the audience into the world of the play (music, sound, movement, lights, etc.) will begin the sixty minute performance time. The complete cessation of such will complete the timing period. If a set-up or strike is intended to set mood, establish character, or entertain the audience in any way, it will be considered part of the sixty minute performance time. It is inadvisable to enter

material that may require more than fifty-five minutes because audience response may add time.

### III. Festival Rules of Compensation

Once a production receives Festival Consideration Adjudication, actors and technicians may not be paid directly or indirectly, to rehearse or perform in that production. Members of a theatre's "production staff," such as directors, designers, costumers, technical directors, etc., may receive normal remuneration, as long as no additional or bonus dollars are paid specifically for "hands on" production efforts. Musicians who provide accompaniment for a production and do not perform as actors, directly or indirectly, may be paid.

The cast of a production receiving a Festival Consideration Adjudication may not include any person who receives more than twenty-five (25%) of an annual "living wage" as income from work as an actor in live performance(s) for the year preceding the TANYS Festival Consideration Adjudication, or who is an active member of Actors Equity.

All cast members will be required to sign an affidavit stating that they are not receiving a payment (direct or indirect) to be in the production, that they are not active members of Actors Equity and that they have not earned more than 25% of a living wage as income from work as an actor in live performance(s).

### IV. Festival Contract

The Adjudication Coordinator will send a Festival Contract, early in October, to all theatre groups who have received Festival Consideration Adjudications and those groups scheduled for Festival Consideration Adjudication that month. The Contract asks that each Group verify they are still interested in Festival consideration and requests the names, addresses, phone numbers and email addresses of the person who is to be notified if the production is selected and the production's Technical Director. The contact person must have the authority to accept the invitation.

If a Group no longer wishes to have a production considered for Festival, the Adjudication Coordinator must be notified in writing or by email.

### V. When Will You Know if Your Production Is Invited to Festival?

TANYS Roving Adjudicators who have adjudicated productions for Festival Consideration, meet the last Sunday of October. Productions are discussed, compared and evaluated, by established guidelines; and the slate to be offered Festival Participation Invitations is selected.

Immediately following the meeting, the Festival Chair contacts each group, extends the invitation to participate, and expects the contact person to be able to advise, no later than the next day, whether they will accept the invitation to perform.

### VI. Requirements That Your Group Must Comply With if Your Production is Invited to Participate in the Festival

A. You must provide to the TANYS Festival Chair prior to or at your group's Technical Rehearsal:

1. Proof of permission (or proof of public domain) to perform the production from the leasing agent and/or author.
2. Proof of permission (or proof of public domain) to perform the production as cut or altered.
3. Warranty of Company Compliance certifying permission to use music (incidental or other), photographic images (still, movie, video) or any other work that is protected by copyright, or other law. In the case of work created specifically for a production, a statement from the work's creator that "it is their work permission is granted for its use" is sufficient. (TANYS provides form.)
4. An affidavit, from each cast member, stating that they are not receiving a payment (direct or indirect) to be in the production, that they are not active members of Actors Equity and that they have not earned more than 25% of a living wage as income from work as an actor in live performance(s). (TANYS provides forms.)

B. The Company is also responsible for:

1. Providing the TANYS Festival chair with two publicity photographs of the production.
2. Registration fee for each person who is part of your production (cast and crew). (Minimum fee required is for the session at which you perform.) Your Group should submit one check, payable to TANYS.
3. Accommodation expenses, if your Group is staying over night. (TANYS tries to negotiate a flat fee for up to 4 in each room at area hotels/motels.)
4. Transportation expenses to get your production (set, costumes, props) and participants to the Festival.
5. One hundred and fifty (150) copies of your production's program.

## VII. TANYS Expectations

TANYS expects that a production presented at Festival will be of the same quality or better, that it was when initially adjudicated. It is recommended that you review the adjudicator's comments and rehearse your production until it is at, or exceeds, that level.

The Festival Chair must be notified immediately if there will be any changes in the cast. Permission must be obtained from the Chair and the TANYS Roving Adjudicator who adjudicated the production, to perform with new a new cast member or members. If a production is selected to

go on to ESTA, the cast must remain the same as it was at the TANYS Festival.

#### VIII. Festival Awards

The Festival Adjudicator will determine the recipients of Festival Awards: Best Long Production, Best Short Production (2) , Alternate Short Production, Performance Awards\* and the J. Richard Mahlstedt Directing Award\*. The Festival Adjudicator may also give discretionary awards. Awards are presented, by the Festival Adjudicator, immediately following the TANYS Annual Meeting.

Festival Superpass Holders have the opportunity to vote for their favorite production and performances. These awards are also given at Festival.

For more information visit the TANYS web site at [www.tanys.org](http://www.tanys.org). Contact the Festival Chair or Vice President for Adjudication Services with questions.

\*Performance Awards and the Mahlstedt Directing Award are given at the discretion of the Festival Adjudicator and may not be awarded every year.

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