



Technical Data Package

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1 Who's who in the FEATS 2013 universe?

1.1 Organising Committee

Chair	John Hall
Vice Chair/Webmaster	Martin Koster
Stage Manager	Jenny Hall
Secretary/ASM	Evonne Dunne
Business Manager/Programme	Viv Erwich
Hospitality	Jo Wright & Lara Vinsen
Publicity	Catherine van Zeeland
Front of House	James Wrinch
Fringe co-ordinator	Lesley Robertson
Finances	Martin Hartog

1.2 Stage Management Team

Stage Manager	Jenny Hall
Asst Stage Manager	Evonne Dunne
Lighting	James White
Sound	Hans van Bemmelen
Time-keeper 1	Peter Comley
Time-keeper 2	Helen Bannatyne
Transport Manager	Adriaan Breukel
Tape and wrist bands	Roman
Backstage Concierge	Alev Drozd
Crew	Jonathan Whitcup

1.3 Participating groups

The following groups have agreed to participate in FEATS 2013 (in alphabetical order):

- ATC (American Theatre Company, Brussels)
- ACTS (Anglophone Collaborative Theatre of Stuttgart, Stuttgart)
- Copenhagen Theatre Circle (Copenhagen)
- ESOC (European Space Operations Centre, Darmstadt)
- The Hamburg Players (Hamburg)
- Het Homeroostheater (The Hague)
- InPlayers (Amsterdam)
- NEAT (New English American Theatre, Stuttgart)
- The Stockholm Players (Stockholm)
- Tagora (Strasbourg)
- TIE (Theatre in English, Brussels)
- The Village Players (Lausanne)

1.4 Adjudicator

The FEATS 2013 adjudicator is Colin Dolley (Guild of Drama Adjudicators).

2 Introduction

The AATG is proud to be hosting FEATS for the 7th time, and to welcome the FEATS community back to The Hague.

The FEATS 2013 stage management team has pleasure in presenting the Technical Data Package (TDP) for this year's festival. This year we are experimenting with a web based tech pack where all information and questionnaires will be easily accessible. There is also a print-friendly version if you need an offline, quick reference booklet.

Your journey to FEATS 2013 begins here! This TDP contains all of the information you will require to make your production a success, optimise your rehearsal period and ensure there are no big surprises on the day of your performance for either your group or for our organising team.

Some of you will be old hands at FEATS, whilst some of you will be newcomers to the FEATS world. We hope that with this pack we have succeeded in presenting all of the technical and stage related information that you'll need in a thorough and user friendly format.

Within each section there are questionnaires to be completed. Simply fill in the questionnaire **before** the given deadline and click on SEND to submit it to us. It's as simple as that!

Please complete these questionnaires within the specified time limits.

HELP US TO HELP YOU!

As you are reading this TDP, it would be great to confirm that you have located it on the website. Please send an e-mail to Jenny Hall at stage.manager@feats.nl (including the name of your group) to confirm that you have accessed the TDP online.

E-mail will be used for all communication between the groups and the organising team. Nearer the actual festival date we hope to give each group a short phone call to discuss any last minute issues you may have, but please feel free to contact us with any problems you may have as soon as possible.

We wish you every success in putting your production together and look forward to meeting you in The Hague in May.

GOOD LUCK!

DON'T PANIC!

PLEASE READ THIS MANUAL CAREFULLY!

3 Preparation

3.1 Deadlines

In order for us to help you put on the best performance possible, we will need to have certain information from you in a timely manner. If you don't send them to us, we can't help you. It is therefore in your own interest for you to return all the questionnaires **ON TIME** (or before the deadline if at all possible). To help you here's a summary of the important dates:

Deadline	Action	Contact
28 February 2013	Inform us if you are interested in visiting the theatre on 14th March	Jenny Hall stage.manager@feats.nl
4 March 2013	Submit two copies of the script (by post).	John Hall Meerkoeteiland 27 2251WS Voorschoten The Netherlands
4 March 2013	Return the following questionnaire: 01 P+P ('Play and Performance')	Jenny Hall stage.manager@feats.nl
14 March 2013	Theatre visit for groups.	
18 March 2013	Return the following questionnaires: 02 S+S ('Stage and Set') 02a FB ('Fly Bar Preference') 03 L ('Lighting') 04 S ('Sound')	Jenny Hall stage.manager@feats.nl
31 March 2013	Return the following questionnaire: 05 PD ('Programme Details')	Viv Erwich publicity@feats.nl
2 April 2013	Running order will be announced	
22 April 2013	Return the following questionnaire: 06 CR ('Pre-recorded, Copyrighted Material')	Evonne Dunne info@feats.nl
8 May 2013	Submit names and responsibilities of badge holders	Jo Wright hospitality@feats.nl Jenny Hall stage.manager@feats.nl

3.2 Performance slots

The Organising Committee will do everything that they can to provide a balanced programme for each performance night. When deciding on the running order over the four nights of the festival practical factors such as technical complexity and play length and play genre will be carefully considered to provide a balance of each evening's dramatic offering in its entirety.

In agreeing to their participation in FEATS 2013, all groups were informed that their acceptance implied a willingness to perform on any of the four evenings of the Festival. FEATS 2013 will not offer preferred nights to any group. Once the Organising Committee has made its decision as to running

order, no further changes will be made and no correspondence as to the running order will be entered into.

It is planned that the running order will be announced to all participating groups on 2nd April 2013. The running order will also be published on the FEATS website, www.feats.nl.

3.3 Programme details

It is the responsibility of each participating group to submit the **05 PD 'Programme Details'** questionnaire by the 31st March 2013 to Viv Erwich via publicity@feats.nl. The information you supply in this questionnaire will be used in the programme.

All programme proofs will be sent to the 'Publicity' contact e-mail address as submitted by your group in the general contact details form.

3.4 Performing rights and scripts

Two original copies (i.e. not photocopies) of the script should be sent to the following address by 4th March 2013:

*John Hall
FEATS 2013 Chairman
Meerkoeteiland 27
2251WS Voorschoten
The Netherlands*

In the case of an unpublished original script, the author must indicate agreement to the script being photocopied for use within FEATS 2013.

Please read rules 9 and 10 in Rules of Competition section "9.2 [Participation and play selection](#)" in this TDP.

If you have trouble meeting this deadline (for instance because the script isn't final yet) please contact the Festival Stage Manager Jenny Hall as soon as possible on stage.manager@feats.nl.

Each participating group is responsible for obtaining the rights needed to perform their chosen play in this venue. All rights to perform a cut or amended version (if you have made any alterations to the script) must be secured and provided to the organising team. If you are performing an unpublished original script, the author's written permission for its performance must be provided.

Confirmation of the rights must be sent with the **06 CR 'Pre-recorded, Copyrighted Material'** questionnaire no later than 22nd April 2013 to the FEATS 2013 secretary (Evonne Dunne) via info@feats.nl.

3.5 Special effects laws

All special effects must be provided by your group. It should be noted that Dutch law **prevents any** use of **PYROTECHNICS, NAKED FLAMES OR FIRE ARMS (actual, replica or even toys) OF ANY KIND.**

3.6 Photography and video recordings

No photographs or video recordings may be made at any time during the evening, commencing 30 minutes before the official start time of the first play. Photo-calls may be arranged during the

rehearsal period, but the time taken will be included in the two-hour rehearsal period allotted. It is permissible to video the whole, or part, of the rehearsal's performance as long as this does not interfere with the work of the theatre or festival stage crews and permission from any copyright holders has been obtained.

3.7 Insurance

All participants – cast, crew and support staff alike – take part in the festival at their own risk.

The FEATS 2013 organisers can accept no responsibility for accident, injury or loss on the theatre premises or elsewhere. You are therefore strongly advised to take out insurance to cover any loss, damage, injury and third-party liability for the duration of your stay in The Hague. Participants from outside The Netherlands are also advised to check that their members have appropriate health insurance cover.

4 De Koninklijke Schouwburg (The Royal Theatre)

4.1 The location

Some of you may remember the Koninklijke Schouwburg as the venue for FEATS 2001 and 2007. As it did then, it still offers the latest in theatre technology onstage and backstage, while retaining its original 18th-century elegance in the auditorium and the public spaces. This means that few if any technical restrictions will be imposed by the theatre on FEATS entries; the only limitation is the constraint of time.

The theatre can seat 630 in total spread over a series of stalls, balconies and boxes. The FEATS audience will mostly be seated in the stalls and the first balcony, with the upper balconies being reserved for use by the cast and crew performing on each night.

Signs in English will be placed backstage to help you find your way around.

The auditorium and backstage areas will be open, with technical staff, from 8.30 a.m. to midnight on each day of the festival. The theatre's own technical staff speak English, and several members of the Festival Stage Management team are Dutch-speaking if you experience any communication problems.

The address of the theatre is:

*De Koninklijke Schouwburg
Korte Voorhout 3,
2511 CW Den Haag
The Netherlands
Website: www.ks.nl*

If you want to visit the theatre, you can do so on 14th March 2013. Please let Jenny know (stage.manager@feats.nl) by 28th February 2013 if you are interested.

4.2 Safety

De Koninklijke Schouwburg is a public building and is subject to all Dutch safety legislation. This means that any safety requirements imposed by the theatre staff must be followed.

NO SMOKING IS PERMITTED ANYWHERE IN THE KONINKLIJKE SCHOUWBURG

Even as part of your production there are no live flames allowed.

All scenery must be fire-proofed; i.e. scenery should extinguish by itself when a naked flame is applied and subsequently removed. **We would like to stress that the theatre staff may apply this test to your set.** Wood generally does not require fireproofing. For fireproofing of fabrics we suggest a solution of ammonium sulphate or a suitable proprietary fire proofing agent. Borax and boracic acid, a traditionally used mixture, do not always dissolve very well and may not give satisfactory results.

The steel safety curtain is just upstage from the house curtain. Its operation should not be blocked by any items of scenery. Please contact us if any of your set is likely to cross the curtain line.

All aspects of safe working will also be monitored. These include areas such as: soundly constructed scenery (especially when flown), effective stage management, safe setting and striking, avoiding tripping hazards, being prepared for foreseen potential hazards (e.g. breaking glassware) etc.

Firearms - The Dutch law is very strict about the use of firearms in drama productions. We have therefore made the decision not to allow any firearms of any kind including replicas or firearm-shaped toys.

Pyrotechnics – Use of these require specific operator licensing in the Netherlands. It is therefore not permitted to use any kind of pyrotechnics in FEATS 2013.

All electrical equipment must conform to European safety requirements and must be earthed or double insulated.

Shoes: As the black ballet floor will be used, we request that you don't use white-soled shoes unless they are absolutely necessary for your production. Open-toed sandals are also not permitted during the two-hour rehearsal period.

4.3 Access and security

Access to the backstage areas of the theatre will be restricted throughout the festival to authorised persons in possession of the correct colour coded badge for the day in question. A nominated member of your group will be met by a member of the Hospitality team with all the badges for the pre-registered group members, at the theatre stage door in Schouwburgstraat prior to unloading of the group vehicle. It is necessary for your van driver to collect their badge before entering the loading bay.

Upon entering the theatre by the stage door, each member must sign in. Failure to do so is a serious breach of health and safety regulations.

Each group must provide, by the 8th of May 2013, a list of the names and responsibilities of all the members of the group who will require badges. This list shall be limited to: the director, the cast, the 'crew-of-five', van driver, lighting crew, sound persons, make-up, costumes, props, plus any other crew members assisting during the two-hour rehearsal period. This list shall be sent to Jenny Hall (stage.manager@feats.nl) and Jo Wright (hospitality@feats.nl).

Please note that badges will only be issued to people on the list who have a genuine reason for being backstage during the day of your performance. Badges are only valid for the day of your group's performance.

Unfortunately, even with the badge system in operation, complete security cannot be guaranteed backstage. It is therefore advisable not to leave anything valuable unattended in the dressing rooms at any time. All dressing rooms contain lockers for your use.

4.4 The stage and its facilities

Throughout this manual, and in the theatre during the festival, the British definitions of stage right (SR), stage left (SL), up stage (US) and down stage (DS) will be used. In other words, if you are standing in the middle of the stage facing the audience, SL is to your left, SR is to your right, US is behind you and DS is in front of you. All measurements are taken from the datum point marked on the stage plan (see documents '**Stageplan**' and '**Topview and Stageplot KS**' available on the www.feats.nl website).

It is imperative that you carefully read the information below and complete and return the **02 S+S ('Stage and Set')** questionnaire in the Excel file available on www.feats.nl. A plan of the acting area

of the stage can be found on the website (see documents ‘**Stageplan**’ and ‘**Topview and Stageplot KS**’ available on the www.feats.nl website). Other information is available from the Festival Stage Manager on request for groups with technically demanding productions.

The decision of the **Theatre Stage Manager** is **final** in all matters concerning the use of equipment. The **Festival Stage Management's** decision is **final** on issues where the organisation and running of rehearsals and performances are concerned.

In addition to the Festival Stage Management team, a number of theatre staff will be present during the rehearsal and performance periods to ensure no theatre regulations are broken.

4.4.1 Loading and unloading

The stage has an excellent loading dock with inner and outer doors. The dock leads directly onto the side-stage area. It is only possible for one group to offload at a time. The cyclorama will be flown out during your setting and striking periods to facilitate your group’s access to the stage.

Only vans with diesel engines can be left in the loading area, space permitting, but any other vehicles (including all cars) will have to be parked elsewhere. Details of parking for vans etc. will follow in May with the transport information.

As with all other activities, each group must provide sufficient people to load and unload the scenery and to set up their storage area.

4.4.2 Storage

Each group will have a 3m x 3m square storage area (9m²) allocated to them by the festival crew. These areas will be clearly marked out directly behind the main stage. Please ensure that the complete set fits within these parameters. It is advisable to have a practice run before you arrive at the festival.

4.4.3 Dressing Rooms

The group host or hostess for the day will show each group to their dressing room which will be allocated based on the size of your cast. All rooms are within easy reach of the stage and are equipped with an intercom and lockers. An iron and an ironing board will be supplied.

Smoking is NOT allowed anywhere in the Koninklijke Schouwburg. Please leave the premises completely to smoke.

4.4.4 Operation of theatre equipment

For safety reasons, the computer-controlled flying system will be operated by the theatre staff. Please allow time for all flown items to be set up during your two-hour rehearsal period but they can be taken down during the get-out period.

During your two-hour rehearsal period, the lighting board will be programmed by theatre personnel under the direction of the participating group's lighting person. **During your performance, the lighting board will be operated by your lighting person.**

During your two-hour rehearsal period, the sound equipment will be set up by the participating group and Festival Stage Management or theatre personnel. **During the performance, it will be operated by your sound person.**

Any requests for the Festival Stage Management team to support the operation of theatre equipment during the performance will result in disqualification from the Stage Management award and will be taken into consideration for all other festival awards.

4.4.5 Stage manager's console

The performing group's Stage Manager's console is located stage right behind the proscenium arch. It provides intercom facilities to Festival Stage Manager (stage left), to the light/sound booth and to the director's table in the auditorium. A separate broadcast facility to the dressing rooms is also available. The house curtain is also operated from this position (by the theatre staff ONLY).

4.4.6 Stage setup and size

All measurements are taken from the datum indicated by a small brass plaque inset into the stage. The datum corresponds with the upstage side of the proscenium arch and is 3m back from the front edge of the stage. (see documents '**Stageplan**' and '**Topview and Stageplot KS**' available on the www.feats.nl website).

The effective (i.e. lit) acting area will be about 9m wide by 6m deep (from the datum) and the cyclorama (sky cloth) will be set at approximately 9m upstage of the datum (12m from the front edge of the stage). There is plenty of clear space behind the cyclorama to cross from one side of the stage to the other.

The proscenium arch will be set to a width of 9 m.

The house curtain moves vertically, not horizontally.

The legs and borders will be arranged as shown in the fly bar schedule (see documents '**Stageplan**' and '**Topview and Stageplot KS**' available on the www.feats.nl website).

The rear black curtain will be set just behind the cyclorama. It can be flown vertically, but not drawn from the centre to each side.

The stage floor will be covered with a black ballet floor.

Props tables will be available both stage left and stage right of the stage but they may not be set until your 10 minute setup period.

There are ample stage weights available at the theatre. There are 15 rostrum tops of 1 x 2m, which can be fitted with legs of 0.2, 0.4, 0.6, 0.8 or 1 m. Please contact the Festival Stage Manager if you want to use these rostra or need other rostra (small platforms, risers) or steps. It should be noted that these will constitute part of the group's set and therefore must fit within the storage area allocated and must be constructed/deconstructed within the 10 minute allocated period.

The table for the adjudicator is located at the back of the stalls. During the day this will be available for use by the participants as a director's table, with an intercom connection to lights, sound, stage etc.

4.4.7 Fly bars

The theatre has 67 computer-controlled fly bars. We will be setting the rear black curtain on bar 32. They all have a capacity of 300 kg each and a speed adjustable between 0 and 1.7 m/s. There are also point hoists and fly bars running upstage/downstage. The use of the bars is described in the fly

bar schedule (see documents ‘**Stageplan**’ and ‘**Topview and Stageplot KS**’ available on the www.feats.nl website).

They are operated from a console stage left, close to the Festival Stage Manager’s desk. The bars are of the standard size: 48.3 mm OD scaffolding pipe (1½" ID gas pipe or lighting barrel). The flying equipment will be operated by theatre staff. All scenery to be flown will have to be set during your two-hour rehearsal period but **does not** have to be removed during the five-minute striking period together with the other scenery but will be removed during the get-out. If applicable, the practicalities will be discussed before the Festival with those groups flying scenery.

Please note that the use of normal karabiners is not permitted by the theatre. We recommend the use of secured shackles or karabiners with securing sleeves. Flats and similar elements have to be suspended from the bottom rail, either by flying irons that carry the rail or with eyebolts that pass through the thickness of the wood. Multi-strand steel cable (wire rope) should be used for flying, with a safety factor of 10. Please note that any such cables must be accompanied by a formal certificate. As this may be difficult for some groups, appropriate cables may be provided by the Festival Stage Management team. Please let the Festival Stage Manager know your requirements by means of the **02 S+S (‘Stage and Set’)** questionnaire in the Excel file available on www.feats.nl.

Depending on the nature of the flying operations, the wearing of hard hats may be mandatory at various stages. These will be provided by the Festival Stage Management team.

If you intend to use the fly bars, please examine the bar schedule in and indicate the bars you wish to use in your questionnaire. We will try as far as possible to meet the requirements of all groups. However if two groups require the same position the Festival Stage Management will decide the allocation of bars based on the order in which the questionnaires were returned by each group. Please indicate preferences for moving the scenery upstage or downstage in the event of a conflict.

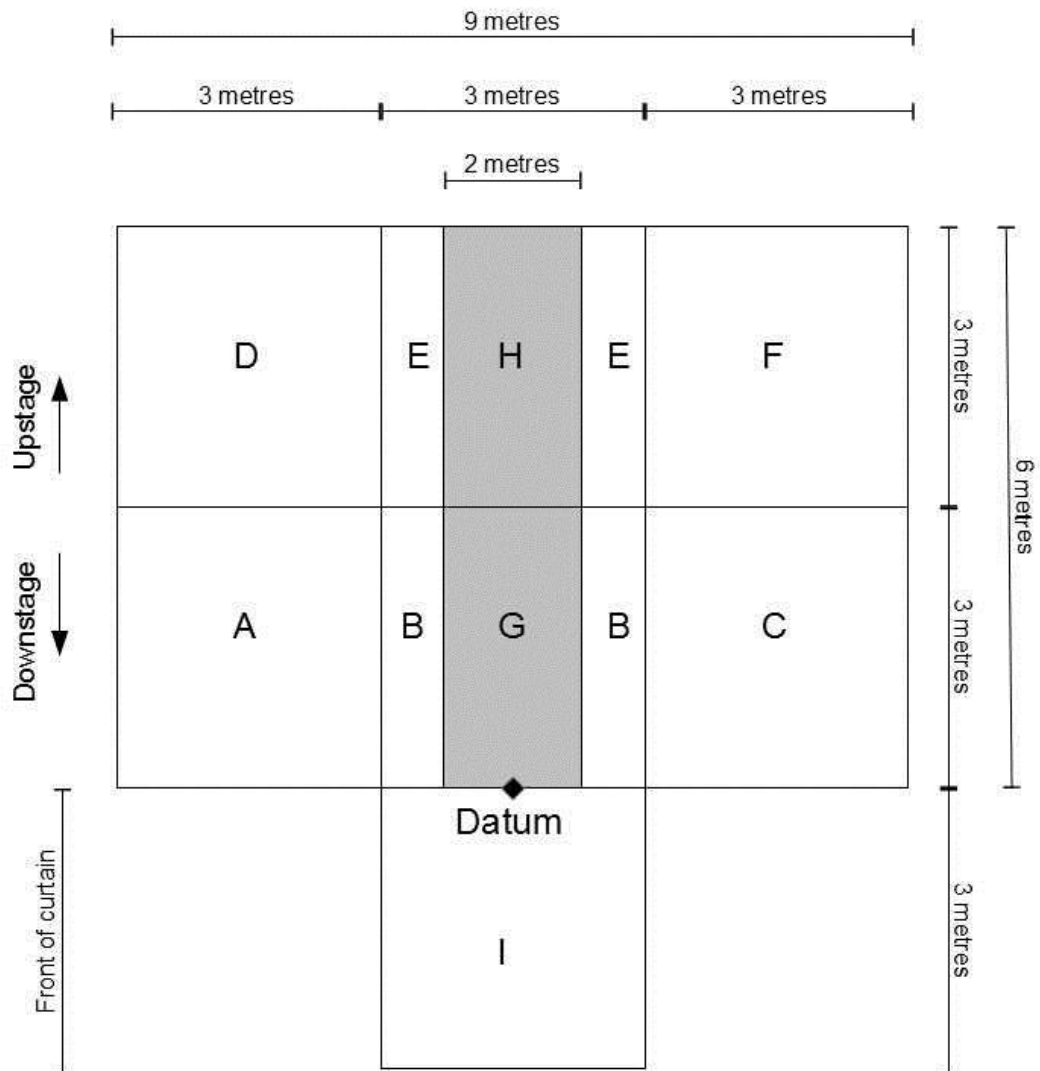
Remember that if you are planning to use a bar for flying that is close to one used for lighting, conflicts may occur and it is essential to leave enough clearance to avoid a clash.

4.5 Lighting

Lighting is one of the most complex (and time consuming) technical aspects of FEATS. Our aim is to provide a basic setup that should be able to handle the majority of each group’s creative needs. This setup will be available to all FEATS participants. The Festival Stage Management team will also strive to meet each group’s specific lighting requirements that cannot be accommodated with the basic setup, but please bear in mind that this will have to be done in the group’s 2-hour rehearsal period—so please keep your requests reasonable. To help us to help you, please return your completed the **03 L (‘Lighting’)** questionnaire in the Excel file (available on www.feats.nl.) by the 18th March 2013.

4.5.1 Acting areas

For lighting purposes, the stage will be divided into six main areas plus front of stage, with an additional two areas (named G and H) being downstage-centre and upstage-centre respectively.



4.5.2 Description of basic lighting set-up

A basic warm/cold coverage of areas A-I will be pre-set and available for use when the groups 2-hour rehearsal period begins.

All areas, except G + H, will be front-lit by four lamps – two warm and two cold – and back-lit by one lamp (Lavender).

Areas G and H will each be front-lit by two lamps – one warm and one cold – and back-lit by one lamp (Lavender).

Side-lighting (provided by two lamps – one warm and one cold) will also be pre-set for downstage and upstage coverage from both sides of the stage.

For fairness' sake, these lights will be available to all Participants in exactly the same configuration (i.e. they won't be re-focused or re-gelled during the festival). While lighting groups will be created for each area, each individual lamp used in the basic setup will also be controllable on its own channel.

Below you will find a list of all the lanterns used in the basic setup. A diagram showing all rigged lights including those allocated to the general setup and those available for use by the participants is included in “Drawings”.

4.5.3 Additional lighting equipment

All other lights as specified below are available for use during the festival and will be allocated by the Festival lighting team based on the requirements of each day’s participating groups. These lights may be re-gelled and/or re-focused as required, but they may not be moved from their position. As always, compromises may need to be made to provide fairly for each participating group.

Tell us what you need and we’ll let you know if it’s possible.

Gobos are available and may be used in the following lanterns:

- 1 kW Niethammer, and
- ETC Source Four.

If you need a specific gobo, please inform the Festival Stage Manager, so availability with the theatre can be checked.

The theatre has a comprehensive range of Rosco colour filters (gels). Any group planning on using an unusual colour, however, is advised to bring it with them.

There are four stands available for placement on the stage floor. These stands are:

- Strand Powerdrive, height 2.5 m.

4.5.4 Cyclorama and rear black curtain

Each participating group will have the choice of using either the cyclorama or rear black curtain. The Festival Stage Management team need to know which is required in order to be able to plan the performances for that evening (see stage/set questionnaire).

A black gauze will be hung in front of the cyclorama to create softer and more even colours on the cyclorama. The lamps used to light the cyclorama are:

- 8 Iris cyc floods (1200 Watt) and
- 6 De Sisti cyc floods (4 of 1200 Watt).

4.5.5 Lighting bars

Bars 2, 9 and 23 will be used for general lighting. There are sufficient bars for hanging lights on stage. These will be allocated as required by participating groups.

4.5.6 Flying additional lighting equipment

The limitations on flying lighting equipment are based on weight rather than electricity usage. More than likely, any lighting effect you want to fly can be flown. Requests should be made to the Festival Stage Manager as soon as possible.

4.5.7 Electricity/channels

There are 288 channels available in total – 70% of which have 3 kW load capacity; the remainder can handle 5 kW.

4.5.8 The lighting/sound booth

The lighting/sound booth is situated at the back of the stalls and is accessed from outside the auditorium. During the performance, it will be possible to accommodate one lighting person and one sound person from the participating group.

4.5.9 The lighting board and its operation

The lighting board used in the theatre is a *Compulite 4* with the facility to create many effects. Additional information on this lighting board may be found at www.compulite.com.

During the two-hour rehearsal period, a member of the theatre staff will be responsible for programming the board to the group's instructions. During each group's performance, the lighting board will be operated by that group's lighting person.

Any requests for the Festival Stage Management team to support the operation of theatre equipment during the performance, will result in disqualification from the Stage Management award, and will be taken into consideration for all other festival awards.

The Festival lighting team is responsible for liaising with the theatre's lighting staff prior to the festival and arranging for the setup of the basic warm/cold coverage of the standard acting areas. They will also determine the feasibility of each participating group's lighting requirements and communicate with individual participating groups to resolve lighting issues as required.

4.5.10 Special lighting effects

Full details of all special lighting effects must be provided when the lighting questionnaires are returned. The Theatre and/or Festival Stage Management team reserves the right to refuse any effect they deem unsuitable for any reason.

4.5.11 Additional information

So, what's left for you to do? You need to decide which lights you need, and (using the **03 L ('Lighting')** questionnaire) let the Festival Stage Management team know what you need. On the website there is a Lighting plot from the Koninklijke Schouwburg (see the '**Lightplot in the Koninklijke Schouwburg**' document available on www.feats.nl).

We'd like you to tell us *which* lighting effects you need, and also suggest *how* these effects may be achieved using the available equipment (and any other lighting equipment you propose to bring yourself). If you have any questions on this, please contact Festival lighting team leader James White via stage.manager@feats.nl.

Each group must fill in the **03 L ('Lighting')** questionnaire and, with the associated diagrams, return it by 18th March 2013 to stage.manager@feats.nl.

Each group is advised to prepare a list of lighting cues – for use during the rehearsal period and performance – prior to arriving at the festival. It is not necessary, however, to send this to the Festival Stage Management team before arrival.

Remember: Each group only has **two hours** to set up including lights so, where possible, keep it simple.

Immediately after the get-in, there will be a lighting meeting with the Festival Lighting Manager and Theatre Lighting Manager, see timetable under the chapter called 'Day of Performance' for details.

4.5.12 List of basic lighting setup

AREAS		Position on plan	Warm	Cold	Back lights	Type of lantern
A	front	Auditorium bridge - above	74 + 78	76 + 80		575 W Source Four zoom
	back	Lighting bar no. 9			1 lantern	2 kW fresnel - Strand Cadenza
B	front	Auditorium bridge - above	84 + 102	86 + 100		575 W Source Four zoom
	back	Lighting bar no. 9			1 lantern	2 kW fresnel - Strand Cadenza
C	front	Auditorium bridge - above	96 + 92	94 + 90		575 W Source Four zoom
	back	Lighting bar no. 9			1 lantern	2 kW fresnel - Strand Cadenza
D	front	Gantry bridge - below	129 + 131	130 + 132		1 kW Niethammer profile
	back	Lighting bar no. 23			1 lantern	2 kW fresnel - Strand Cadenza
E	front	Gantry bridge - below	134 + 138	135 + 139		1 kW Niethammer profile
	back	Lighting bar no. 23			1 lantern	2 kW fresnel - Strand Cadenza
F	front	Gantry bridge - below	141 + 143	142 + 144		1 kW Niethammer profile
	back	Lighting bar no. 23			1 lantern	2 kW fresnel - Strand Cadenza
G	front	Auditorium bridge - above	88	104		575 W Source Four zoom
	back	Lighting bar no. 9			1 lantern	1 kW fresnel - Strand Harmony
H	front	Gantry bridge - below	136	137		1 kW Niethammer profile
	back	Lighting bar no. 23			1 lantern	1 kW fresnel - Strand Harmony
I	front	Auditorium bridge - below	87 + 101	85 + 103		575 W Source Four zoom
	back	Lighting bar no. 2			1 lantern	2 kW fresnel - Strand Cadenza
USR	side	Side bridge SR	172	171		2 kW Niethammer profile
DSR	side	Side bridge SR	169	168		2 kW Niethammer profile
USL	side	Side bridge SL	185	184		2 kW Niethammer profile
DSL	side	Side bridge SL	182	181		2 kW Niethammer profile
Total number of lanterns in the basic set up			20	20	9	= 49 lanterns

4.5.13 List of rigged lights available for use

Position on plan	Lanterns available	Lantern numbers	Type of lantern
Attic - back	8 x	SR: 65-66-67-68 SL: 69-70-71-72	2 kW Niethammer profile zoom
Auditorium bridge - above	2 x	SR: 82 SL: 98	575 W Source Four zoom
Auditorium bridge - below	12 x	SR:73-75-77-79-81-83 SL:99-97-95-93-91-89	575 W Source Four zoom
Gantry bridge- above	10 x 4 x	SR: 148-149-150-152-153 SL: 156-157-159-160-161 SR: 151-154 SL: 155-158	2 kW ADB PC 1.2 kW Niethammer profile zoom
Gantry bridge- below	2 x	SR: 133 SL: 140	1 kW Niethammer profile
Side bridge	4 x	SR: 167-170 SL: 180-183	2 kW Niethammer profile
Third balcony	4 x 2x	SR: 47-48 SL: 60-59 SR: 46 SL: 58	1.2 kW Niethammer profile zoom 1.2 kW Niethammer follow spot
Second balcony	6 x	SR: 25-27-28 SL: 33-36-35	1.2 kW Niethammer profile zoom
Proscenium arch	8 x 4 x	SR: 7-5-4-3 SL: 10-11-12-14 SR: 2-1 SL: 8-9	575 W Source Four zoom 1.2 kW ADB PC
Manteau	10 x 4 x	SR: 119-118-117-116-115 SL: 123-124-125-126-127 SR: 114-113 SL: 121-122	1.2 kW Niethammer profile zoom 1.2 kW ADB PC

4.5.14 List of additional lighting equipment

Type of lantern / equipment	Quantity	Function
PAR 64 Chrome, medium flood, narrow, 110 Volt	24	
PAR 64 Shortnose, 500 W - 220 Volt	2	
Fresnel - Strand Cadenza, with barndoors 2 kW	3	
Fresnel - Strand Harmony, with barndoors 1 kW	8	
PC – CCT, with barndoors 1200 W	6	
Profile - Niethammer zoom, 1 kW	8	
Profile - ETC zoom 575 W	2	
Cyc flood - Iris 1200 W	8	Cyclorama
Cyc flood - De Sisti, 1200 W (4 x)	6	Cyclorama
Stand – Powerdrive, Height: 2.5 m	4	

4.6 Sound

4.6.1 General

Please read the information below carefully and complete and return the **04 S ('Sound')** questionnaire in the Excel file available on www.feats.nl on or before the 18th March 2013 to stage.manager@feats.nl.

4.6.2 Playing recorded sound

The theatre has a large number of loudspeakers in the auditorium and on-stage speakers can be supplied to meet most requirements.

The theatre provides a mixing board with ample input channels and two CD players. Groups may bring a laptop computer or other equipment to play recorded sound (effects or music) directly through the sound desk but the performing group will be responsible for the sound quality. If you plan to bring external devices, such as a laptop or other sound sources, please note that a standard 3.5mm jack interface cable will be provided.

If you are planning to use an electronic device to play recorded sound, we strongly recommend that you also bring a CD of your recorded sound as a back-up.

All groups should listen critically to the recordings you plan to use on a high-quality sound system way before you get to the theatre. Discovering that your recordings have problems (perhaps the effects of compression, or have excessive noise) when you play them through the theatre sound system, will be disappointing and you may, very probably, not have time to fix the problem!

If you are bringing your own equipment then please note that power cables should be fitted with either standard flat 2-pin Europlugs (for double insulated equipment) or earthed Schuko plugs as used in the Netherlands and Germany.

Any additional equipment required by the group should be requested via questionnaire mentioned above.

4.6.3 Live effects and voice-overs

The Festival Stage Management team can also provide microphones, on stage or off, for voice-overs, etc. Again, please indicate your requirements on the questionnaire.

4.6.4 Theatre intercom

The theatre is equipped with a full intercom system covering all relevant areas with a mixture of wired and wireless connection. Headsets for stage right Stage Managers console will be provided as well as headsets for sound and lights. Additional stations at other locations may be provided if required.

4.6.5 The lighting/sound booth

The lighting/sound booth is situated at the back of the stalls and is accessed from outside the auditorium. During the performance, it will be possible to accommodate one lighting person and one sound person from the participating group.

5 Performance day

5.1 General

On the day of your performance, it is of paramount importance that you are at the theatre for your allotted times.

Timing of rehearsal periods will be rigidly adhered to. Please remember that your two-hour rehearsal period begins at the time stated, whether or not your cast and crew are present.

The starting time of the evening performance for the first group is fixed at 19.30. The length of performances will then determine the timing of the remainder of the evening's activities. There will be a half-hour interval between each performance.

The three important times for each group to note:

- Get-in and management meeting – Early morning
- Two-hour rehearsal period – Before or after lunch
- Performance and get-out – from 19.00

The management meeting with your key personnel (Stage Manager, Light and Sound) will take place in the Green Room directly after your get-in.

5.2 Provisional timetable

All timings are related to the order of performance that evening. The running order will be announced on 2nd April 2013. Therefore we will plan your timings according to which performance slot you are given.

- 1st group performing is called Group A
- 2nd group performing is called Group B
- 3rd group performing is called Group C

Please note, in this timetable, times are written using 24-hour clock notation.

Friday

Standard lighting rig set up		08:00-11:00		
Group A unloading		09:15-09:30		
Group B unloading		09:35-09:50		
Group C unloading		09:55-10:10		
Group A	Pre-rehearsal chat** 10:50		Rehearsal 11:00 – 13:00	
LUNCH				
Group B	Pre-rehearsal chat** 13:20		Rehearsal 13:30 – 15:30	
Group C	Pre-rehearsal chat** 15:40		Rehearsal 15:50 – 17:50	
EVENING MEAL 18:00-19:00				
Group A	Setup 19:20-19:30	Performance 19.35 – approx. 20:20	Strike 20:25-20:30	Interval

We will contact all groups performing Friday about the time of their Management meetings.

Saturday, Sunday, Monday

Group A	Unloading 8:30 – 8:45	Management meeting* 8:45 – 8:55		
Group B	Unloading 8:45 – 9:00	Management meeting* 9:00 – 9:10		
Group C	Unloading 9:00 – 9:15	Management meeting* 9:15 – 9:25		
Group A	Pre-rehearsal chat** 9:50	Rehearsal 10:00 – 12:00		
LUNCH				
Group B	Pre-rehearsal chat** 12:50	Rehearsal 13:00 – 15:00		
Group C	Pre-rehearsal chat** 15:20	Rehearsal 15:30-17:30		
EVENING MEAL				
Group A	Setup 19:20-19:30	Performance 19:35 – approx. 20:20	Strike 20:25-20:30	Interval

* Management meeting means a meeting between the group Management Team (Stage-Manager, Sound and Light) and the Festival Management Team, to discuss the various requirements for the performances.

** Pre-rehearsal chat means an opportunity to get to know one another with an introductory talk explaining what will be happening during your two-hour rehearsal period.

5.3 Step-by-step guide to the day

5.3.1 Arrival and unloading (get-in)

Information on where to park your van and how to drive to the theatre will be made available in early May 2013.

We will allocate a waiting area, within walking distance of the theatre, where you can park your van just before your get-in time.

- On the morning of your performance day, you will drive your van to the waiting area before your get-in.
- Walk round to the stage entrance in Schouwburgstraat where you will be met by a member of the hospitality team with all the badges for your cast and crew. All members of the participating groups have to sign in.
- Drive your vehicle into the loading bay and begin unloading your set directly onto the stage lift.

The provisional timetable (above) will give you an idea of what time you will be expected in the theatre.

5.3.2 Management meeting

As soon as unloading and stowing has been completed, the Group Management Team will meet with the Festival Stage Manager (Jenny Hall), Festival Lighting (James White) and Festival Sound (Hans van

Bemmelen). This is to confirm that all the information received is still correct and any last minute concerns can be resolved.

5.3.3 Pre-Rehearsal Chat

Ten minutes before your two-hour rehearsal period starts, a short get-together will be held between the group and Festival Stage Management Team (known as the 'pre-rehearsal chat') to explain who's who and what will happen during your rehearsal time.

5.3.4 Rehearsal

Each group will have a two-hour rehearsal period, during which all facilities of the theatre and staff will be at the group's disposal.

All rehearsal activities, including setting and striking of sets, setting of lighting and sound cues, fixing and testing of flying scenery and testing of make-up, must take place within this period. During this time, only personnel from the group and the festival crew will be allowed on stage and in the auditorium. Timed trials for setting and striking under festival conditions may be carried out on request of the group but will not be insisted on.

At the beginning of the rehearsal period, the set will be in its off-stage storage area. At the end of the rehearsal period, the stage should be left empty and clean and the set must be stored in the prescribed off-stage storage area.

Each group will be provided with coloured tape to mark scenery positions on the floor. To avoid confusion, groups are prohibited from using their own tape.

Because of the limited time access to the stage, undertaking emergency set repairs or touching up must be performed in the allocated two-hour rehearsal period.

Props

Props tables will be provided either side of the stage for group usage. All props should be kept in the storage area until the start of the ten-minute set construction period. In the case of an actor having a walk on prop, the actor is allowed to keep it with them and bring it to the stage themselves. If using perishable props, such as food, drink, flowers etc. these can be brought with one of your 'crew-of-five' at the time of your performance.

5.3.5 The Performance

(More detailed procedures and timings of the performance will be sent nearer the time and may differ slightly from what is laid out below.)

From the start of setting to the end of striking, no group personnel apart from cast, stage crew and lighting and sound specialists will be allowed on stage or at the lighting/sound desks.

Twenty minutes before your performance starts the entire crew will assemble in the Green Room and wait until called to the stage by the Festival Stage Manager.

Crew-of-Five to set and strike decor and props

The group crew-of-five will be called first and allowed ten minutes to set the stage and props. During this closed curtain period, only these five people will be allowed on stage; normally the group Stage Manager and four additional crew members. The group light and sound technicians may only set up

sound or lights that are required on stage during this time. They are forbidden from helping with setting or striking the stage unless they are also named as members of the group crew-of-five. In fact, any member of the group (i.e. including actors) can help set and strike the stage as long as they are named as one of the 'crew-of-five'.

Additional Backstage Support staff

The group backstage support, make-up, wardrobe, prompters, and props people are allowed as additional support staff as long as they do not participate on stage during setting and striking.

Timing Décor and Prop Setting

Once the group's stage manager has indicated to the Festival Stage Manager that the crew-of-five is assembled and ready to start, they will be given the "go" by one of the Festival timekeepers. No scenery may be removed from the off-stage storage area before this time.

Timing will begin at this moment and will continue until the group's stage manager informs the festival stage manager that the stage is set.

No further adjustments to the set will be allowed after this point except for safety reasons.

Starting the performance

After the stage is set, there will be a period of approximately five minutes during which the group's cast will assemble in their starting positions.

The main curtain will remain closed at this time.

Then the procedure is as follows:

- The group's stage manager will be asked if they are ready.
- The festival stage management team will obtain front of house clearance.
- Responsibility for starting the show will then be formally passed over to the group's stage manager who will have one minute to give the first cue for the show. The first cue must be the cue agreed with the Festival Stage Manager in the management meeting.
- Timing will start at the first cue (sound, house lights down or curtain) and will end on the cue for curtain close/house lights to be raised. Play-out music may continue after the house lights are raised and will not count in the timing.

Ending your performance

NO CURTAIN CALLS ARE PERMITTED!

Once the curtains are closed, the cast will vacate the stage immediately.

CAST MAY ONLY REMOVE PROPS THAT THEY ARE PHYSICALLY HOLDING AS THE PERFORMANCE ENDS; NO OTHER ITEMS MAY BE REMOVED BY THE CAST (unless they are also part of the crew-of-five).

There will be a short pause for the group's crew-of-five to re-assemble stage right (SR) and for any backdrop to be raised.

Then, the procedure is as follows:

- The Festival Stage Manager will give the cue to start striking to the group's stage manager and timing will start – you have five minutes.
- All scenery and props, including any pieces that are in front of the curtain line, must be cleared back to your off-stage storage area.
- Timing will end once the crew-of-five have finished, re-assembled and their stage manager confirms that all is complete.

Tape used for marking scenery positions can be left in place on the stage. The festival stage management team will arrange for all tape to be removed at the end of the evening once all performances are over.

In principle, all flown material must be removed during the strike. This strict requirement may be waived at the discretion of the Festival Stage Manager, provided that the waiving of this requirement does not compromise safety on stage and does not give any one group an unreasonable advantage over the others. Each case will be judged on its merits and the Festival Stage Manager's decision will be final.

PLEASE REMEMBER: IT'S YOUR SHOW, BUT IT'S ALSO A COMPETITION:

The rules and regulations stipulated are there for your protection and to ensure all participants have the same basis on which to compete.

The theatre staff, and the Festival Stage Management team, will not take any initiative in the running of the show unless action is required for safety reasons. In the case of equipment that needs to be operated by AATG or theatre staff, cues must be given by the group's stage manager.

5.3.6 Get-out

The scenery lift will be opened for the removal of sets only after the adjudications for that evening's performances have been completed. Again, the use of the lift will be in strict rotation with the last group performing on that evening being the first to remove and load their set into their vehicles, which should already be waiting outside the stage door. Please note: the loading should be carried out as quietly as possible.

6 Adjudication

The FEATS 2013 adjudicator is Colin Dolley, Chairman of the Guild of Drama Adjudicators. At the end of each evening the adjudicator will present a general appraisal of that evening's performances to the complete audience. The following morning the adjudicator will meet each group individually for a more comprehensive adjudication and critique.

For a fee of €37 it is possible to obtain an additional detailed, written appraisal from the adjudicator. This fee must be paid in cash to the festival organising group. This fee will be collected by Dirk Marks during the festival.

The request for a written appraisal must be made as part of the **01 P+P 'Play and Performance'** questionnaire in the Excel file (available on www.feats.nl).

7 Awards

The following awards can be presented on the final night of the festival:

1st place: The Founders' Cup

2nd place: The ECC Centennial Cup

3rd place: The BATS Trophy

The Don Luscombe Discretionary Award

The Marcel Huhn-Bruno Boeye Stage Management Award

Best Actor "Blackie" Award

Best Actress "Blackie" Award

The Daw Verulam Award for best original script

The Stage Management Award

The Marcel Huhn/Bruno Boeye Award is presented to the group with the best stage management, and is awarded solely on the decision of the Festival Stage Manager, in consultation with the Festival Stage Management team.

Assessment of the participating groups will be based on evaluation of five criteria:

1. Compliance with the Rules of the Festival and general attitude/ approach.
2. Technical Response: the promptness and completeness of the technical responses to the questionnaires in this manual.
3. Lighting: planning, approach to use of the available facilities, liaison with AATG and theatre staff and production effectiveness.
4. Sound: as for lighting.

5. Stage Management: planning, teamwork, use of stage facilities, conduct and general effectiveness.

Safety is considered paramount.

The topics listed above will not be judged in any particular priority.

8 The British All-Winners Festival

The production which wins the 1st place award at FEATS 2013 is eligible for invitation to the British All-Winners Festival. Please note, winning FEATS does not mean automatic entry to the All-Winners, but it does make you eligible to be invited.

The 40th British All-Winners Festival:

Location:	The Carlton Theatre Den Crescent Teignmouth, Devon TQ14 8BD United Kingdom
Dates:	7 th to 13 th July 2013
Adjudicator:	Mike Kaiser (GODA)
More information:	http://www.ndfa-bawf-2013.org.uk/

If your production wins 1st place, please be aware that as soon as you walk off stage with your trophy, the chair of the FEATS 2013 organising committee will ask you if you want to be considered for the British All-Winners Festival. So, please consider beforehand if your group is willing to bring your production to Devon, UK, in July.

9 Rules of competition

9.1 General

1. The ANGLO AMERICAN THEATRE GROUP (AATG) FEATS 2013 Organising Committee ("Organising Committee") has appointed a Festival Stage Manager whose decisions on backstage matters, including timing, are final and binding on all Participants. Authorised personnel from the theatre are entitled to intervene at any time, for whatever reason, in the interest of the physical safety of all persons or theatre infrastructure within the building.
2. Each participating group ("Participant") will present:
 - A complete play, or
 - An extract from a play, provided that this extract is intelligible to any member of the audience who may not have seen or read the full play (note that written and/or spoken synopses are not permitted), or
 - Some other form of theatrical performance approved by the Organising Committee.
3. The language of the production must be English.
4. No group is permitted to submit more than one competing entry to the same FEATS.
5. No member of a participating group may be paid for taking part in FEATS.
6. Under no circumstances is any Participant permitted to communicate with the adjudicator before or during the festival. Any attempt to influence the adjudicator or to communicate with the adjudicator will result in disqualification.
7. The filming, video or tape-recording of any performance, even for personal use, is expressly forbidden during the public performance.
8. Failure to comply with any of these rules of competition could lead to disqualification from part or all of the competition.

9.2 Participation and play selection

9. It is the sole responsibility of the Participant to obtain formal, written permission for use of all copyright material, of whatever nature, and to pay any royalties which may be due. Similarly, if any copyright material is altered in any way it is the sole responsibility of the Participant to supply evidence that the owner of the copyright has granted permission for the alteration(s). Performance licence(s) and any such evidence of permission to perform and/or use and/or photocopy material must be received by the secretary of the Organising Committee, Evonne Dunne, (info@feats.nl) by the 22nd April 2013. Failure to do so may result in removal from the Festival and forfeiture of the full Performance Bond.
10. Each Participant must deliver to John Hall, the Festival Chairman, by 4th March 2013, two (2) formal copies of the entry script as it will be performed, one (1) for use by the Adjudicator and one (1) for the Organising Committee.

Postal Address:

*John Hall
FEATS 2013 Chairman
Meerkoeteiland 27
2251WS Voorschoten
The Netherlands*

11. If two or more Participants submit the same play or a play which was performed at FEATS 2012, or if the Organising Committee considers a submitted play to be unsuitable for whatever reason, the Participant(s) will be advised by the Organising Committee in writing (e-mail) and invited to reconsider their choice of material. If a Participant insists on its original choice, the Organising Committee reserves the right to take whatever decision it considers to be in the best interest of the Festival. This may include replacing the Participant(s) concerned by reserve(s). In this situation the organising committee would return any performance bond(s) paid.

12. An original script is defined as one being used in an original production, which has had its first public performance within the previous two years or at the current FEATS. It must have the director, set and interpretation that it had when first performed in public, although individual cast members may have changed since that first performance.

13. Acceptance of the invitation to participate in FEATS and payment of the Performance Bond is considered full agreement by any Participant, without exception, to perform in whichever slot on whichever evening is allocated by the Festival Committee. No preferential slots may be requested by the Participant or conditions placed on the FEATS 2013 Organising Committee for participation.

14. Each Participant is responsible for insuring its personnel, scenery, costumes, properties and transport.

9.3 Timing and penalties

15. Each entry must be at least twenty five (25) minutes in length and must not exceed fifty (50) minutes. This time includes all scene changes during performance but excludes the time spent in setting and striking the set as specified in rule 17 (below). Failure to adhere to these time restrictions will result in the following penalties.

A performance of less than twenty five (25) minutes or exceeding (50) fifty minutes:

- Up to 1 minute 1 penalty point
- Up to 2 minutes 2 penalty points
- Up to 3 minutes 5 penalty points
- Up to 4 minutes 10 penalty points
- Up to 5 minutes 15 penalty points

More than 5 minutes disqualification from 1st, 2nd and 3rd best play awards

16. The Participant shall start the performance within one (1) minute of receiving the cue from the Festival Stage Manager to do so. Timing of the performance starts with the first cue given by the Participant stage manager and ends with the last cue, e.g., "close curtains". If the first cue is not given within the one minute, timing will automatically start at one second thereafter.

17. The time allowed for setting the opening scene is ten (10) minutes and for striking the set at the end of the performance is five (5) minutes. The time allowed to start the performance from the cue

given by the Festival Stage Manager is one (1) minute. Failure to adhere to these time restrictions will result in the following penalties:

- Up to 1 minute 1 penalty point
- Up to 2 minutes 2 penalty points
- Up to 3 minutes 5 penalty points
- Up to 4 minutes 10 penalty points
- Up to 5 minutes 15 penalty points
- More than 5 minutes disqualification from Stage Management award
- More than 10 minutes disqualification from Stage Management award as well as disqualification from 1st, 2nd and 3rd best play awards

18. For the performance the Participant shall designate a maximum of five (5) persons as its Crew of five (Crew) to set and strike the scenery and properties. The Crew can include members of the cast or other support staff.

19. Each Participant will be allowed a two (2) hour rehearsal period, at a time to be determined by the Festival Stage Management team. The rehearsal period may be used by the Participant in any way it deems fit. Only the Crew of 5 will be permitted backstage to set and strike the scenery.

20. No member of any other group will be present during the rehearsal period and all Participants must avoid the backstage/auditorium area during the rehearsal period of any other group.

21. Backstage is defined as the acting area, the wings, rear stage area behind the proscenium arch and the passages leading to the auditorium doors.

22. There are no restrictions as to the number of pre-registered Participant support staff who may assist during the rehearsal period, as long as they have tasks to do and are wearing official crew ID badges. The Participant shall notify the Organising Committee if any children or young people (under the age of 18) are involved in the production, either on stage or as part of its Crew or support personnel, and shall comply with all Child Protection Policy and Procedures which may be advised by the Organising Committee.

23. In addition to the Crew, Lighting and Sound staff are permitted to enter the backstage area during setting and striking if their duties so require. All other support staff shall remain in the dressing room during setting and striking.

24. All crew members, i.e. everyone assisting during loading/unloading of set, the two-hour rehearsal period, and during the performance, **must** wear flat, slip-resistant, enclosed footwear.

9.4 Presentation

25. For FEATS 2013, the Organising Committee will provide a theatre with the basic equipment of a well-run professional theatre. The Organising Committee is not obliged to undertake provision of properties, and/or equipment over and above those identified in this TDP.

26. The use of all property and equipment, including but not limited to scenery, furnishings, lighting and sound equipment brought by the Participant, is subject to the approval of the Festival Stage Management team at all times and must comply with all necessary fire and safety regulations.

27. Participants are entitled to bring such scenery and properties as they consider essential to their production. Box sets will be permitted but cannot be flown. On the day designated to a Participant for performance, its scenery will be stored in the area assigned by the Festival Stage Manager and as

specified in this Data Package. Any flown pieces may be mounted and flown during the two hour rehearsal period allocated to the Participant, subject to availability of bars and to the decision of the Festival Stage Management. All such pieces may have to be removed from the bars and placed in the assigned storage area during the five minute strike period, subject to the discretion of the Festival Stage Management.

28. Participants must tell the Festival Stage Management team by the 11th March 2013 if they propose to use any additional lighting and/or sound equipment. Any effects involving naked light(s), replica/real guns or substances which could cause damage are STRICTLY PROHIBITED. If the Festival Stage Management considers it necessary to place limits on any other proposed effects, the Participant will be advised in due time.

29. Each Participant is responsible for ensuring that the lights for their performance are correctly set, that the curtain is opened and closed at the required times, that the scenery is correctly set and struck within the time allocated, and that clear and concise cues are given to relevant Festival staff and/or theatre staff. The sound and lighting boards should be operated by Participating groups under supervision of Festival Stage Management team and theatre staff.

30. Each Participant is responsible for informing the Festival Stage Management if they intend to use any specialist equipment which needs to be set up by individuals not in the Participants crew. If the Festival Stage Management considers it necessary to place limits on the proposed effects, the Participant will be advised in due time.

9.5 Interpretation of the Rules

31. Decisions of the FEATS 2013 Organising Committee, including the Festival Stage Management team, concerning interpretation of these rules and on all matters relating to the running of the Festival will be final and binding on all Participants.

32. The ANGLO-AMERICAN THEATRE GROUP (AATG) is the sole body legally and financially responsible for FEATS 2013. In any dispute arising between a Participant and the Organising Committee, the decision of the Organising Committee shall be final.

33. As regards permission to use copyright film, television or video materials during the performance, please see rule 9. As regards the technical implications of such use, the prior permission of the Festival Stage Management is required.