

Speech & Drama

Regulations and General Information

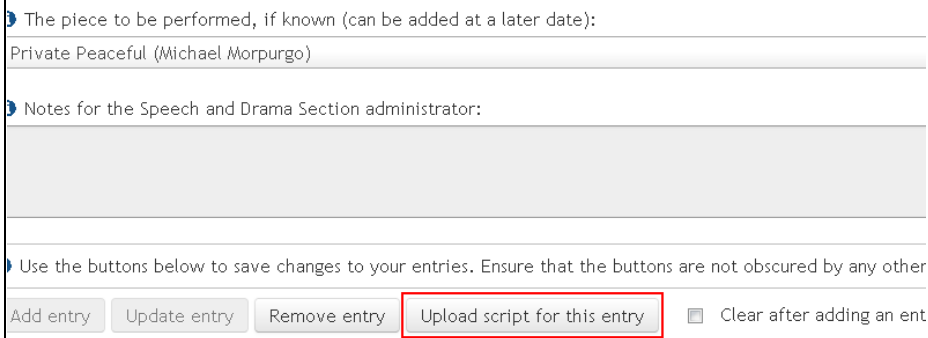
for 2021 Festival only.

IMPORTANT

- 1. The 2021 Festival Speech & Drama Section will conduct classes “on-line” using Zoom.**
- 2. Performances in classes in this Section will be live (as opposed to pre-recorded).**
- 3. Please make sure you know how to use Zoom well before the Festival starts on 6th March. You should ensure that you have downloaded the Zoom client onto your computer (available from <https://zoom.us/support/download>). You will receive an email a few days before the Festival starts giving a link to your class. As a minimum we suggest you familiarise yourself with Zoom so you can:**
 - a. open the emailed link on your computer or device and enter the Zoom “waiting room”,**
 - b. unmute yourself when requested by the Zoom meeting host,**
 - c. accept the host’s request to start your video.**
- 4. If you need advice on how to use Zoom please contact Katherine Barker AS SOON AS POSSIBLE either by email (katherine@watfordfestival.co.uk) or by ringing 020 8959 7819. We will not be able to deal with questions on using Zoom on the day of your class.**
- 5. If, for whatever reason, a competitor decides to withdraw from their class can you please let Katherine know by email at least two days before their class please.**
- 6. As this is the first time we are holding an on-line Festival and also hosting it using Zoom we may have some practical issues that could make a class run over its allotted time. So, if the start of your class is delayed please be patient. We are spending some time training ourselves on how to host a Zoom call/session and, hopefully, that should minimise problems.**
- 7. Please review all the regulations below well in advance of the Festival, as failure to comply may mean a performer cannot be placed competitively.**

- 8. Please read this in conjunction with the Useful Information document which provides more guidance for performers, teachers and parents.**
- 9. Thanks!**

Please check the Festival website for any updates by the end of February.	
1	KEY FUTURE DATES
	<ul style="list-style-type: none"> Wednesday 24th February 2021 Titles and <u>PDF documents of scripts</u> for all "Own Choice" titles and authors must be submitted by this date. See section 4.2 below Saturday 6th March – Sunday 14th March 2021 Solo classes will be held via Zoom
2	ENTRY FEES
	<p>Entry fees cannot be refunded if for any reason a competitor is:</p> <ul style="list-style-type: none"> unable to attend does not provide a script (where required) or if a competitor's computer system fails. <p>A refund will be made only if the Festival Committee finds it necessary to cancel any class, or if a technical problem (such as network failure) prevents the class going ahead and being adjudicated as planned.</p>
3	AGE LIMITS
	Competitors must enter the class which corresponds to the School Year they are attending (or, for home-schooled competitors, the School Year they would be attending).
4	CHOICE of MATERIAL
4.1	Set poems can be obtained from Katherine Barker (tel. 020 8959 7819). They are not available online.
4.2	In all "Own Choice" classes the verse and prose selected must be by a published writer other than the competitor and not set elsewhere in the syllabus.

	<p>ONE CLEAN, LEGIBLE copy of the piece must be received by the Head of Section Katherine Barker by 24th FEBRUARY</p> <p><u>Preferably</u> you should provide the piece by uploading directly onto the Watford Festival Website as a PDF using the 'Upload script for this entry' button, which appears (as shown in the diagram below) in the "Manage Entries" tab of the page where you manage your entries.</p>  <p>Note that Microsoft Word documents can be converted to PDF using the 'Save as...' feature of Word."</p> <p>We <u>strongly</u> recommend that you upload your scripts well in advance of the 24th February, in case there are any technical problems with this recently-added website functionality - there will then be time to resolve any such problems that arise.</p> <p>If you can't use the upload facility, <u>alternatively</u> you may email ONE CLEAN, LEGIBLE COPY to Katherine Barker (katherine@watfordfestival.co.uk). They need to be sent as a Word document, PDF or extremely clear scan of a book. Photos of books will not be acceptable.</p> <p>Marks will be deducted for poor scripts. Failure to provide a legible script may result in the entry being graded without a mark.</p>
4.3	<p>The Festival audience is a captive one, and usually includes children. The performance of material that may cause offence is not acceptable in classes other than those which include Year 12 or Year 13 students, which are not group performances; the inclusion of such material may result in marks being withheld, or in disqualification. Please substitute or remove bad language in a script and mark up the adjudicator's copy to indicate any changes.</p>
4.4	<p>If a piece includes adult language or material that parents and younger</p>

	children may find inappropriate, please mark this up on your script, so that the Section Leader can warn the audience.
4.5	Copyright - The Watford Festival has entered into an agreement with the Authors' Licensing and Collecting Society and pays a fee that enables authors to receive payment for the live performance of their work. It also means competitors do not have to seek copyright permission for any poetry, prose or solo dramatic items performed up to a time limit of 10 minutes provided they have submitted details of the title and author to the Festival.
5	PERFORMANCE
5.1	Time limits set MUST NOT be exceeded. In all "Own Choice" classes, performances will be timed. If a performance overruns it will be drawn to the attention of the adjudicator and marks will be deducted. If the overrun is excessive the performer will be stopped and ineligible for a mark or place. Announcing the title or giving a brief introduction is not included in the timing.
5.2	<p>Once the timetable has been published, requests for transfers to more convenient times will NOT be granted.</p> <p>All competitors will be given a Zoom link and password. If you need advice on how to use Zoom please contact Katherine Barker AS SOON AS POSSIBLE either by email (katherine@watfordfestival.co.uk) or by ringing 020 8959 7819.</p> <p>A responsible adult must sign the competitor into the waiting room and stay with them till the performer has been added to the class. Performers must sign in with their performer number and full name e.g., 6. Jane Smith.</p> <p>Whilst your child is performing, do not be in their immediate vicinity so as to minimise the chances of distracting them, but be where you can see them and their screen during the adjudication.</p>
5.3	<p>A competitor must perform in the class in which his/her name appears in the programme. A competitor who has entered the wrong class will receive an adjudication, a certificate and a grade, but not a mark, medal or place.</p> <p>A parent/carer and/or teacher may also sign in Anyone invited (grandparents, teacher etc) can sign in using exactly the same link/invite details as sent to the competitor but must do so from their own computer.</p>

5.4	<p>At the start of each class all competitors and viewers will have their microphones muted by the host.</p> <p>The host will unmute each competitor when it is their turn to perform.</p> <p>When the host does this the competitor will receive a request on their screen to unmute which they or their parents should do.</p> <p>When the host is sure both the competitor's video and audio are working correctly they will ask the competitor to start their performance.</p>
5.5	<p>To ensure the performance is captured by your camera as well as possible please find a space to set up your computer or device so that the camera captures you clearly and we can see your head and hands, and feet if possible.</p> <p>Performers should direct their performances to the camera for all poetry, prose reading, storytelling and public speaking, the same way as they would perform on the stage of The Pump House Theatre. Speeches should be suitable for the mixed age audience of our Festival and not the selected audience as required in examinations.</p> <p>Acting performances should be directed at the imaginary on stage characters in the scene being performed unless doing e.g., a soliloquy or speech spoken direct to an audience in the same way as they would do it on the stage of The Pump House.</p>
5.6	<p>Please make sure the area the competitor is performing in is appropriate and safe.</p> <p>Position yourself against a plain background – beige or pale blue are ideal. If necessary we suggest you drape a sheet behind you.</p> <p>You may need to move furniture for a clear space. But remember this is a Festival, not an audition, so do not fret about perfection. You will not be penalised for e.g., a sideboard coming into view.</p>
5.7	<p>For acting classes, a clear space 6' by 6' is recommended. You will need to provide your own props – make sure anything you expect to be weight-bearing (including your own weight) is safe. Have your "stage set up" ready so that you can start as soon as you are asked.</p>
5.8	<p>Visual aids (VAs) used in Public Speaking S33, S34, S35. We suggest you use a poster-type VA or flipchart-type easel. A computer PowerPoint filmed on another computer will not be visible. The VA and the competitor need to be fully visible at all times.</p>

5.9	<p>Verse speaking classes</p> <ul style="list-style-type: none"> • All verse speaking to be performed from memory • All entrants are expected to dress appropriately (See Regulation 6) • Entrants who disregard these regulations are liable to be penalised
5.10	<p>Mime Classes</p> <ul style="list-style-type: none"> • Practice clothes only to be worn (white or black shirt, blouse or T-shirt; black trousers or tights) • No music, costumes or hand props to be used • Solo - One stage block OR one chair is permitted • A title should be announced but no introduction or verbal explanation given • Bare feet or soft footwear to be worn
5.11	<p>Acting Classes</p> <ul style="list-style-type: none"> • All classes must be performed from memory – no script reading • Costume or Practice clothes (white or black shirt, blouse or T-shirt; black trousers or black skirt) should be worn. NB : No extra marks will be awarded for costume • Appropriate footwear should be worn to suit the character • Hand props and music may be used
6	DRESS and PERSONAL APPEARANCE
6.1	<p>All candidates are expected to maintain a high standard of dress appropriate to a Festival.</p> <ul style="list-style-type: none"> • In the Speech Section (classes S0 – S39) school uniform may be worn but is not compulsory. Entrants must be smartly dressed. Tracksuits, trainers, blue jeans and flip-flops should not be worn. • In the Drama Section (classes S40 – S65) detailed requirements are stipulated in the Syllabus on the Website and also in the performance section of these Rules and Regulations.
6.2	Entrants who disregard these regulations may be penalized.
7.	RECORDING
7.1	No filming or photography is permitted during a performance or adjudication. This is to comply with copyright, child safety and child protection regulations.
8.	AWARDS
8.1	Marking System: all competitors receive a remark sheet and certificate. For marks of 75-79 a certificate of Merit is awarded, 80-84 Special Merit,

	85-89 Distinction and 90+ Honours. First, Second and Third Places, and Gold, Silver and Bronze medals respectively, are awarded in all classes with a sufficient number of competitors, provided the class is of a suitably high standard. Individual marks will not be announced on the day but will be recorded on your comments sheet.
8.2	In any class where entry numbers are small the Adjudicator may choose to award only First place, or First and Second places. Equally, where classes are of a suitably high standard, more than one Second or Third place may be awarded.
8.3	Competitors may not communicate directly or indirectly with the adjudicators and must accept their decision.
9.	ORGANISATION
9.1	The Speech & Drama Committee reserves the right to change or add venues, class dates/times and adjudicators if necessary and refuse an entry or stop a performance. Classes can be withdrawn, re-arranged or joined together should the number of entries warrant this.
9.2	All complaints should be made in writing to the Section Leader – Katherine Barker, 22 Lyndhurst Avenue, London NW7 2AB.
10.	SAFETY and SECURITY
10.1	A copy of our Child Protection Policy is <u>available to download</u> . It is important that all teachers circulate this to parents and guardians of children entering the Festival.
10.2	Unpleasant behaviour towards our volunteers, adjudicators or other competitors will not be tolerated.