

## In the Spotlight Drama Festival Guidelines 2024

1. Any government school in New South Wales may enter. Only three items from each school may nominate for selection for In the Spotlight Drama Festival.
2. The item can be drawn from any genre; circus, comedy, commedia dell'arte, puppetry, scripted drama, play built piece, movement, mime, documentary drama, musical theatre, mask theatre etc.
3. Time duration
  - primary schools – up to 10 minutes duration (recommended 5 – 6 minutes)
  - secondary schools – up to 12 minutes duration (recommended 8 – 10 minutes)
  - items should not be HSC major works
  - Exception: Script interpretation/adaptation can be up to 15 minutes duration. The Arts Coordination Officer in consultation with the In the Spotlight Drama Festival Coordinator and audition panel must approve any scripted work that is longer.
  - performance time includes set up and dismantling of the item. Short and dynamic performance items are encouraged to audition.
4. Number of performers in each item
  - primary schools – up to 30 performers (or the size of one class)
  - secondary schools – up to 26 performers (or the size of one drama class).
5. Minimal stage properties may be used and must be set up and taken down within the time allotted for the performance. Unlimited hand properties may be used. The Drama Festival Committee will supply 6 stage blocks for use during the festival.
6. If selected for the In the Spotlight Drama Festival, no variation to your performance, including cast size, timing, stage properties etc. may be undertaken without approval of the In the Spotlight Drama Festival coordinator. An accurate script must be supplied upon acceptance to the festival.
7. Inappropriate language and controversial themes such as violence, sex, drugs and alcohol or political themes (including racism and sexism) should not be explored and are not covered under the Educational Copyright Agreement. Sensitivity should be displayed in the treatment of themes such as romantic relationships, depression or suicide. These themes are not suitable for primary or junior secondary students. If you are concerned about the content of your item please contact the In the Spotlight Drama Festival Coordinator.

8. Music and song lyrics can help communicate the intent of an item. Care should be taken to ensure that music and lyrics utilised are appropriate to the theme of the work. All music must be legally purchased on behalf of the school. Songs with inappropriate lyrics or intent will not be accepted. Please upload a copy of all song lyrics used in your item to your nomination. Projections are able to be supported at Campbelltown Arts Centre. Specific formatting will be required. Please contact the In the Spotlight Drama Festival Coordinator for more details.

#### 9. Copyright

The Drama Education Committee adheres 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 Drama Education Committee, please abide by the following general copyright guidelines:

- Schools should choose commercially available sound recordings. 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 company edit the sound recording.

To seek permission, the school needs to contact the record label directly e.g. 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](http://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.

- Before including any aspect of a scripted drama piece or text (including children's picture books or novels), 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](http://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 emailed to [inthespotlightdramafestival@det.nsw.edu.au](mailto:inthespotlightdramafestival@det.nsw.edu.au) by the nomination closing date.

To avoid disappointment, it is best to establish that your chosen material meets copyright guidelines before you commence.

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](http://www.smartcopying.edu.au)
- APRA/AMCO <http://www.apra-amcos.com.au>
- ARIA [www.aria.com.au](http://www.aria.com.au)

## 10. Costs

All successful drama items will be required to pay a participation fee of \$200.00 incl GST. This fee will partially contribute to paying for:

- student certificate of participation
- venue hire
- venue on costs such as venue staff, venue set up, security, first aid officer, fire warden, electricity and cleaning
- lighting and audio production elements and audio-lighting engineers for the duration of the festival.

The \$200.00 incl GST per item participation fee will be processed through SAP. The coordinating teacher/s are responsible for advising their School Administrative Manager or Business Manager.

The following considerations will become the responsibility of your school:

- participation fees for multiple items
- teacher relief costs during the days of the festival
- travelling expenses
- costuming, props and makeup
- supply and transport of props
- fees for additional cleaning/damage to holding rooms and or venue property.

The following considerations will become the responsibility of students:

- festival merchandise (optional).

## 11. Audition

Schools applying to participate in the In the Spotlight Drama Festival must submit their audition video by uploading the video in their nomination form.

The following points should be considered when preparing the audition submission of your item:

- film the whole group from a fixed camera angle, not individual performers.

- replay your item to ensure that the camera angle is appropriate and all students can be seen.
- it is recommended that schools use a tripod, particularly if panning to ensure a steady image.

Nominations with videos must be submitted by the due date, Monday 3 June 2024. Late submissions will not be accepted.

12. All items will be assessed by the Audition Panel, based on the following criteria:
  - relative excellence and exemplary performance skills
  - consideration of the elements of drama and the presentation of an overall dramatic meaning
  - entertainment value
  - variety of genres and
  - adherence to festival guidelines.
13. If selected for In the Spotlight Drama Festival, teachers will receive a package containing further information about the festival, including social media toolkit, venue, parking, ticketing, t-shirt information and order form etc. Please inform students and parents of all anticipated costs as early as possible to alleviate financial burden.
14. Transport of students and staff, teacher relief costs and student supervision is the responsibility of the nominating school. The Drama Festival Committee reserves the right to disallow any performer, group or school from participating in the In the Spotlight Drama Festival at any time if the committee deems the conduct or behaviour of that person, group or school to be unsatisfactory. Your attention is drawn particularly to conduct in the holding areas. Teachers must actively supervise their students at all times. The Code of Behaviour for students participating in arts-based activities conducted by the NSW Department of Education will apply for this event. A DoE teacher or executive staff member must be on duty with the students from their school item at all times. Items with a large number of students may require more than one teacher to provide adequate supervision. Schools need to provide adequate supervision as per the DoE excursion policy.
15. Schools auditioning for the State Drama Festival should also take into account state guidelines when planning items. Please note that auditions for the State Drama Festival are via participation in local festivals. For guidelines contact Jane Simmons, Student Drama Officer, The Arts Unit on telephone 8512 1175 or email: [jane.simmons10@det.nsw.edu.au](mailto:jane.simmons10@det.nsw.edu.au).