

"Curtain Going Up"

2012 ICTL FEST GUIDELINES

Sponsor: ICTL Board and Indianapolis Community Theatres

Host: Univ. of Indianapolis, 1400 E. Hanna Ave., Indianapolis

March 23, 24 & 25, 2012

1. The Festival is open to any amateur community theatre company, including children's theatre, that has been organized in the state for at least one year, has produced at least two (2) shows within the past year, and has a decision-making board from the community.
2. Not permitted to perform are actors who are active members of Actors Equity and/or persons who receive more than half their annual income from acting in theatre
3. **Each participating entrant must be a paid-up member of the Indiana Community Theatre (ICTL)**
4. Productions may be a cutting of a full-length play or musical, a one-act, or any performance of a theatrical nature.
5. The total length of each individual production, including introductions, scene changes, and curtain calls **may not exceed (60) minutes**. 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. The total set-up time shall not exceed ten (10) minutes, with five (5) minutes for strike. (Don't press your luck ... it is foolish to enter material that may require more than fifty-five (55) minutes.)
6. Each participating company is required to submit the following, before **February 26th, 2012 (postmarked by February 24th):**
 - a) Completed company entry form
 - b) Proof of permission from the leasing agent and/or author
 - c) Proof of payment of royalty for said performance
 - d) Entry fee of \$25.00 for EACH participating company member
 - e) Three copies of the script as it is to be performed. Remember, photocopies are illegal and aren't to be used unless material is original or rented
 - f) Company membership of ICTL (if not, membership fee of \$40.00 must be included)
 - g) AACT membership dues must also be paid before festival
7. Each participating company is required to submit the following, by **February 26th, 2012 (postmarked by February 24th)**. **(Please send information earlier if possible)**
 - a) Participating Individual Company Member Registration Forms
 - b) Program information of all Cast & Crew
 - c) Orders for Sunday Brunch Tickets & Orders for Shirts
8. Deadline for the 10 company entries is February 26th, 2012 (Feb. 23rd postmark) with the drawing for time and placement to take place at the February 26th, 2012 ICTL Board/Tech Meeting, with attention to preferences and program balance. **All companies are required to attend this February 26th, Noon. ICTL Tech. Meeting at the University of Indianapolis, 1400 E. Hanna Ave., Indianapolis, IN.**
9. General lighting & sound equipment will be available. All other set pieces and special effects must be provided by the entrant. Stage tech time will be provided at the February 26th, meeting & again for 20 minutes during the weekend schedule.
10. Two adjudicators will publicly respond immediately after each performance.
11. Trophy awards will be given in the following categories: 1st and 2nd for Outstanding Production of a play and/or musical (only one if there are less than 4 entries in the festival); Two for Outstanding Performers; two for Outstanding Supporting Performers; and one for Outstanding Director.
Note: adjudicators may issue Special certificate awards. The Festival stage managers may also present a "techie award" for the most organized, cooperative & best functioning company.
12. The House rules of the Host Theatre will apply as pertains to unloading/loading, backstage rules, smoking areas, food, etc. Any questions of procedure will be referred to the AACT/FEST Guidelines Booklet. Packets for each participating company will include theatre & stage information.



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INDIANA COMMUNITY THEATRE FESTIVAL 2012

Sponsored By the ICTL Board & Indianapolis Community Theatres
Hosted by the University of Indianapolis

March 23, 24 & 25, 2012

COMPANY ENTRY FORM

Deadline: Postmark Date - February 23, 2012

Theatre Name: _____

Address: _____

Contact Person & Phone: _____

E-Mail Address: _____

Title of Play/Musical (Circle One): _____

Playwright Leasing Agent: _____

Is there a problem with you competing on any of the following:

Friday PM Saturday AM Saturday Afternoon Saturday PM

Note: Time slots cannot be guaranteed. The Festival Committee will do their best to accommodate extenuating circumstances, but all companies should be prepared to perform in any time slot.

Official entries contest times will be scheduled at the February 27th @ NOON Technical meeting. Your entry is not Official unless ALL of the following information & entry fees are received by the February 27th Deadline. Please check that you have included the following:

- a) Proof of permission from the leasing agent.
 - b) Proof of payment of the royalty for the festival.
 - c) Company entry form.
 - d) \$25.00 registration fee for each company member, (Brunch Ticket & Hotel **Not** included in this registration)
 - e) 2 copies of the script as it will be performed - No photocopies if material is protected by a copyright.
 - f) Organizational membership in ICTL (If Not, \$40 membership fee must be included)
- The following information must be supplied by no later than the February 27th Tech. Meeting.

(Mandatory Technical Meeting will be at the Univ. of Indianapolis, 1400 E Hanna Ave., Indianapolis on February 26th @ Noon. Exit # off I-65 on Keystone Ave., then right on Hanna Ave.)

- 1) Company Member Registration forms for each company member (Payable to: Indiana Community Theatre).
- 2) Program Information of all Cast & Crew.
- 3) Orders for Sunday Brunch Tickets (make payable to Indiana Community Theatre)

Complete & mail this form with required information & payment by February 23rd, 2012

**To : Indiana Community Theatre League
Attn: ICTL Festival
P.O. Box 39295
Indianapolis, IN 46239**

ENCLOSED:

(Make checks payable to Ind. Comm. Theatre or ICTL)

of Company Members @ \$25.00 per person = _____ (include forms for each)

Total number & amount Enclosed for Sunday brunch (see form) \$ _____ (include names)

Contact for more info: Dotti Peek, 317-862-4955, 727-0668, or pidpeek@aol.com

INDIANA COMMUNITY THEATRE LEAGUE, INC.
Member of the American Association of Community Theatre
MEMBERSHIP / RENEWAL APPLICATION

THEATRE MEMBERSHIP _____ **INDIVIDUAL MEMBERSHIP** _____

Check appropriate space above

The following information will appear in the next Directory

Theatre Membership Information for _____ : (year)

Name of Theatre _____

Address: _____

Theatre Office Phone: _____ Box Office Phone: _____

Fax: _____ **Email:** _____

Website: _____

Contact Person: _____

Address: _____

Home Phone: _____ Business Phone: _____

Fax: _____ Email: _____

Preferred Mailing Address: ___ Theatre ___ Contact Person's Home

Individual Membership Information for _____ : (year)

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

Fax: _____ Email: _____

Community Theatre Affiliation: _____

Enclosed is the ICTL Membership Dues: Theatre Dues \$40.00 Individual Dues \$20.00 (per year)

Remember Theatre dues are due for this year before performing in the Festival.
All dues are due April 1 or at Festival time.

Make checks payable to: Indiana Community Theatre (ICTL)
Please mail to: Indiana Community Theatre League
P.O. Box 39295
Indianapolis, IN 46239