

SCOTTISH WOMEN'S RURAL INSTITUTES
ANSTRUTHER-GRAY DRAMA COMPETITION

Guide to Host Federation

- Venue:** The venue for this competition needs to fulfil the following:
- (a) must seat no less than 350
 - (b) must have a stage with good lighting and sound facilities. The advice of a local drama group should be sought
 - (c) steps to the stage must have a rail or banister
 - (d) sufficient space to store scenery and properties
 - (e) must have at least three separate rooms to accommodate teams as dressing rooms.
 - (f) should have a separate hall or extra space for refreshments
 - (g) must have two other rooms - they need not be very big
 - (h) good parking facilities for cars, buses and props vans
 - (h) a table for the adjudicator with desk lamp, or a clip board with light, should be positioned about two thirds of the way back
 - (i) a table and at least four chairs must be available backstage for the adjudication and prize-giving. A table will also be required for the raffle

The booking of the hall must be made at least one year in advance so that details can be sent to Federations in the relevant areas. The date is usually before SCDA Divisional rounds, ie about the middle of March starting at about 1.30pm, but this must be arranged with HQ. The cost of the venue must be agreed with HQ before being confirmed, and a copy of the booking form should be sent to HQ once available.

A stage plan and lighting details will be required for the teams and should be made available to them at least two months before the Final. A copy of a map giving directions to the town and theatre is also required, as well as a list of local accommodation – medium priced – and details of local restaurants/coffee shops.

Tickets/Programmes: Entry ticket and programme prices are set by the Education Committee. Tickets will be printed by HQ and sent to the Federation for selling from one month before the competition. Programmes will also be printed by HQ and will be taken to the event on the day of the Final. Proceeds from sale of tickets which includes a programme to come to HQ.

Officials: The Host Federation must find someone local to act as Stage Manager and at least one helper, and someone to be Lighting Manager (possibilities are retired members of local/opera clubs and SCDA District office bearers). Although SWRI will pay a small fee for their help, we cannot reimburse loss of earnings. These people will be required on the Saturday from about 10am when teams rehearse until the end of the evening performance. This should be made clear before they accept the responsibility. Check with the hall as some have their own lighting operator, who should be used whenever possible.

Two neutral timekeepers should be appointed by the Federation, and their names advised to HQ for printing in the programme. Arrangements should be made for tables and chairs for the timekeepers back- stage where they can view the proceedings, but where they are not causing an obstruction, fire risk, or blocking entrances from wings to stage.

The Host Federation should supply someone to sell entry tickets, programmes and raffle tickets, and stewards for the actual competition. A report will be required for Scottish Home and Country and it is usual for a member of the Host Federation to take on this task.

Refreshments: The entry ticket price does not include refreshments. Any charge for refreshments should be made to the audience only - teams, judges, officials and stage crew are catered for free of charge. The provision of refreshments for teams is left to the generosity of the Federation – usually tea or coffee on arrival with something more substantial after their rehearsal period (eg soup and sandwiches or salad and sweet). Refreshments at the interval - tea and cake, or something more substantial, depending on length of programme to follow. The Federation keeps the proceeds.

Raffle: An in-house raffle will be held with the proceeds going to HQ. Cloakroom tickets will be supplied by Headquarters and raffle tickets will be sold at 5 for £1. Prizes are sought from Federations with teams taking part.

Publicity: The public should be encouraged to attend the Anstruther-Gray Drama Competition Final and Federations should do their best to publicise the event.

Photographer: The Host Federation should liaise with Headquarters to confirm if the Office Bearer/Convenor in attendance will be able to take photographs of the Final. If not please arrange for someone to take photographs of the teams for the magazine, preferably after the show, a professional photographer is not necessary. Sufficient photographs should be taken to cover all the trophy winners, and HQ will pay for these photographs (ie the cost of the film and developing). The photographs with a report of the Competition should be sent to Headquarters as soon as possible after the day for timely inclusion in Scottish Home & Country. For example a report and photographs received by 26 April will appear in the June issue. In December the deadline is the 12 of the month.

Adjudicator: An adjudicator is appointed by Headquarters. A quiet room should be available for the adjudicator during the interval so he/she may be able to complete the mark sheets. Tea should be served to him/her there.

Gratuities: A small gratuity for hall staff is available from Headquarters.

Floats: The host Federation should supply floats for ticket, raffle, programme and tea sales.

Money: All money taken on the day should, whenever possible, be placed in a bank safe, and a cheque to cover the amount sent to Headquarters the following Monday.

Proceeds: The proceeds of ticket, programme and raffle ticket sales – separately identified – should be sent to HQ.

RUNNING ORDER: The order of proceedings is usually:

Welcome by Host Federation Chairman
 Introduction by SWRI Convener
 Afternoon Team Performances
 Tea Interval
 Lucky Programme Draw
 Raffle
 Evening Team Performances
 Adjudication
 Prize-giving
 Vote of Thanks

It is usual for the Host Federation's Chairman to make the initial introductions and welcoming of audience.

HEADQUARTERS TO SUPPLY: Entry Tickets
 Programmes
 Raffle Tickets
 Reserved Notices
 Mark Sheets and spare paper (for the adjudicator)
 National Tablecloth
 Stopwatch & time sheets for the timekeepers
 Small gratuity for Stage Manager/Lighting Director/Stage Crew
 Small gratuity for hall staff

FEDERATION TO SUPPLY:

Tea/Coffee on arrival for teams and officials
Lunch for teams, adjudicator, Convener & National Chairman
Refreshments during the interval (free to teams and officials, a charge made to the audience) – liaise with HQ for numbers
Floats for sale of tickets, programmes, raffle tickets and teas
Someone to sell tickets, programmes, raffle tickets and teas
Steward(s)
Two timekeepers
Someone to take photographs
Someone to write report for magazine

FEDERATION TO SEND TO HQ:

Details of venue and date (to be agreed by HQ before confirming)
Copy of booking form
Copy of map giving directions to town and venue
Information regarding nearby restaurants etc (lunch for audience)
Note of suitable bed and breakfast accommodation (medium priced)
Completed Host Federation Secretary form
Proceeds of sale of tickets, programmes and raffle (separately identified)
A report and photographs for the magazine
Bills for venue and photographs (as soon as possible after the event) for payment by HQ