



NATIONAL
THEATRE
SCHOOL
FESTIVAL

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Festival Guidelines

updated January 2019 by NTSF Technical Guidelines Committee

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Overview

This document is an overarching guideline for The National Theatre School Festival (NTSF) and is supported by both the Adjudication Guide and the Technical Guidelines and Regulations for The Festival. Festival participants and stakeholders should be familiar with all festival documents and the philosophies articulated within.

Participation

1. In order to encourage maximum participation, a school may enter as many productions as it wishes. At the District level, the Local Committee may decide to limit entries to one (1) per school; however, should multiple entries be allowed, each entry **MUST** have a different director and a significantly different cast and crew. In general, only one production from a school may move on to the Regional level. However, in some cases, where a Region has geographically specific participation challenges, exceptions may be made.
2. All students involved in a school production must be registered as students at the school for at least one semester of the school year in which the production is entered in the festival.
3. The entry fee will be set by the district coordinating committee and must be paid for each production entered
4. Each school production **MUST** have an advisor officially recognized by its school's administration who **MUST** be present at technical rehearsals and performances.
5. A competing production is required to participate in its district festival.
6. Teachers and students are responsible for the good behaviour of the members of their company according to the guidelines established by host schools and boards of education. Disturbances during rehearsals and performances will not be tolerated.
7. A correct and complete list of cast and crew is required for the programme. This **MUST** also include all acknowledgements relating to script, performance rights and adult assistance. In addition you **MUST** indicate the difference between participating students and non-students by adding (teacher) or (advisor) or (community member) beside their name/role.
8. Each entry **MUST** consist of two or more performers engaging in interaction.
9. Professional help is welcome as long as a fee is not paid, and acknowledgement is made in the program.



Rights and Royalties

Performing rights, royalty payments, and/or letters of permission relating to each production are the responsibility of the producing school. Please refer to the Festival Rights and Royalties Document.

Neither the National Theatre School nor the NTS Festival will accept legal responsibility for any violation of copyright by a school participating in the Festival.

Adherence to the Festival Guidelines and Subsequent Repercussions

Participating companies must review all other Festival documents including:

- The Technical Guideline and Regulations
- The NTS Festival Student and Teacher Adjudication Guide
- The NTS Adjudicators' Guide
- The NTS Festival Rights and Royalties document

Failure to comply with the guidelines and regulations within these documents may result in disqualification and non-eligibility for all awards, group and/or individual.

Problems arising from external and extraordinary circumstances may be taken into consideration by the adjudicator and the Festival Stage Manager in collaboration with the Festival Coordinator.

Such decisions and any other decisions handed down by a district or regional coordinator must be submitted in writing to NTS leadership.

Adjudication

Each production will receive a brief public adjudication as well as a private adjudication.

District adjudicators are selected/ engaged locally by district coordinators. At the regional and provincial levels, adjudicators are invited by NTS Festival leadership.

All adjudicators should be professional theatre artists and/or arts educators and should be approached based on their experience, expertise, training and commitment to creative learning.

The central role of the adjudicator is to provide useful critical feedback, in a thoughtful, caring way. Adjudicators should provide feedback that helps participants to grow as artists and people through enriched understandings of their own collaborative work.

All Coordinators should follow the guidelines set out in the NTS Festival Student and Teacher Adjudication Guide and must make adjudicators aware of their responsibility for reading and becoming familiar with the NTS



Adjudicators' Guide. Please refer to these documents to ensure that the necessary materials are submitted for adjudicator review prior to each local festival.

For further information about criteria for adjudicators, and regarding best practices in adjudication, please refer to the NTS Adjudicators' Guide and the NTS Festival Student and Teacher Adjudication Guide.

Awards Formula

Categories

In the District and Regional Festivals there are two different categories in addition to the OUTSTANDING PRODUCTIONS (which are awarded to schools moving on the next level).

- Awards of Merit
- Awards of Excellence

The precise number of Awards to be given is determined by the overall number of shows.

Awards of Merit

The formula to determine the total number of Awards of Merit is to take the number of plays in the Festival and match that with the total number of Awards of Merit. For example, if there are 12 productions altogether, there will be 12 Awards of Merit. If there are 5 productions, there will be 5 Awards of Merit.

Awards of Excellence

To determine the number of Awards of Excellence subtract the total number of Outstanding Productions from the total number of productions that have been performed in the District or Regional Festival. For example, if there are 15 productions in total, subtract 3 (the number of Outstanding Productions) for a total of 12 Awards of Excellence. If there are only five shows, subtract 1 for a total of four Awards of Excellence.

$(\text{Number of Shows}) - (\text{Number of Outstanding Productions}) = \text{Number of Awards of Excellence}$

District, Regional and Provincial Awards

It is a valued and important tradition of the Festival that students are recognized and receive awards for their achievements.

For further information about how awards are allocated, please refer to the NTS Adjudicators' Guide.



Important Notes

- Only students involved in a participating production are eligible for awards
- Adjudicators have the right to refuse to adjudicate productions for which they have received no artistic statements and scripts as applicable.
- In a team adjudication situation, all adjudicators must attend all productions
- Festival SM's should, for information, connect with adjudicators regarding Stage Management Awards. Conversely, adjudicators will consult with the Festival SM's regarding the selection of recipients of any awards for technical excellence in order to confirm eligibility

Awards Breakdown

District Awards

- 19 – 24 shows
 - 4 OUTSTANDING PRODUCTIONS
 - 16–21 Awards of Excellence
 - 19-24 Awards of Merit
 - 1 Stage Management
- 12 – 18 shows
 - 3 OUTSTANDING PRODUCTIONS
 - 9–15 Awards of Excellence
 - 12–18 Awards of Merit
 - 1 Stage Management Award
- 7 – 11 shows
 - 2 OUTSTANDING PRODUCTIONS
 - 5–9 Awards of Excellence
 - 7-11 Awards of Merit
 - 1 Stage Management Award)
- 6 or fewer shows
 - 1 OUTSTANDING PRODUCTION
 - 2–5 Awards of Excellence
 - 3-6 Awards of Merit
 - 1 Stage Management Award

Regional Awards

- 2 Outstanding Production Awards
- 1 Stage Management Award
- 1 Adjudicator's Award
- Awards of Excellence equal to the number of entries less 2



- Awards of Merit equal to the number of entries
- + Regional Awards as applicable

Provincial Awards

- 6 Mira Awards for Excellence
- 12 Awards for Outstanding Achievement
- 1 Stage Management Award
- 1-2 Marjorie and Jack Bennie Awards for Excellence in Technical Theatre
- 1 Wayne Fairhead New Play Award for Excellence in Playwriting (\$500 bursary)
- 4 Ken & Ann Watts Memorial Scholarships (\$3000 each) and Bursaries (\$1000 each)
- IATSE Scholarship

Adjudicator Discretionary Award

These awards have been created to acknowledge exceptional student achievements in Playwriting and/or Directing or Ensemble work. These are not mandatory but up to two of these awards may be given, in addition to the standard awards, for extraordinary work at the discretion of the adjudicator.

Festival Scholarships

Ken & Ann Watts Memorial Foundation Scholarships

Scholarships can be awarded to Ontario secondary school students who will be graduating from secondary school by the end of the school year in which the scholarship is awarded and will be entering a Canadian college or university program which will provide training for an arts career.

The scholarships provide financial assistance toward tuition fees for the program in which the recipient enrolls. One third of each of the four \$3000 scholarships is awarded for the first year, with another third at the start of each of the next two years of study, providing students are academically successful and remain in school. Four \$1000 bursaries are also awarded each year given in one payment when proof of post-secondary enrolment is provided.

Please refer to the website for up to date information about how to apply for the Wayne Fairhead New Play Award for Excellence in playwriting and the Ken & Ann Watts Scholarships and Bursaries.



General Recommendations

1. Choice of material (content and language) is the sole responsibility of the participating school's administration.
2. Programs should contain warnings concerning such things as strobe lights, smoke, loud or startling sound effects, strong language, mature or disturbing content, etc.
3. A representative from each production should be ready to answer any questions that audience members may have about content so that they can make appropriate choices for themselves (for example so that a parent may decide for themselves if a younger child should attend.)
4. Latecomer policies are up to the discretion of host venues and should be communicated in advance to all participating companies.
5. As the festival exists to provide a full learning experience, all school groups are expected to participate in the full programme of activities provided at each festival
6. Festival Coordinators should ensure that:
 - a. a private room is available for adjudicator use
 - b. there is a previously agreed-upon area(s) in the house for adjudicators to sit (this may include a small desk, a shielded light source, and empty seats in front/ behind and beside the adjudicator)
 - c. a lectern and microphone are available if needed/requested by the adjudicator for public adjudication
 - d. after the Festival(s), Adjudicators are thanked and paid by NTS or locally as applicable