



SUBMISSION INFORMATION

QUALIFICATION

Write Now is in its third year. Having staged sixteen productions in our first two years we are now beginning the search for the new batch of premier productions to stage between **Friday 30 March and Saturday 07 April 2012**

We aim to provide an opportunity for new work; we do ask that all scripts are new (not previously staged) be complete and ready to be performed (we do not showcase 'work-in-progress')

Thus submissions must be original, unpublished and between 45 and 60 minutes in length.

The Festival is not funded, receiving a great deal of in-kind support from The Liverpool Daily Post, the Liverpool Echo, a wide variety of web-based Arts sites and, in its short history, has developed an excellent reputation for quality work.

To submit we ask for a small 'readers fee' and should you wish to accept an invitation to participate there is an upfront payment. This figure covers costs for three performances, one two-hour technical rehearsal, one one-hour dress rehearsal as well as all venue and equipment hire, marketing, festival programme, website, all promotion material, administration and box office

A submission can be made by anyone. However, if the person submitting is not the writer of the piece, they will be responsible for obtaining written permission to perform the play, which must be included with the Application Form.

The person submitting the piece will then assume a "producer" role – **Write Now's** first point of contact for all festival related matters and the person ultimately responsible for assembling a production company and bringing the play to performance.

However, if the person submitting, be it the writer or otherwise, has little or no experience of staging theatre pieces, the "Producer" role should not let that put them off. **Write Now** will host a number of events which will help put "Producers" in touch with interested people should a piece be selected.

The Write Now Festival will take place in a Liverpool theatre venue dedicated to new writing. Technical capabilities will be considerably varied. We guarantee basic

lighting and sound systems but NO storage space. You will be sharing the venue with several other companies, so you must be able to take all set, props and costumes out of the venue within a 15 minute timeframe.

Consider this when you submit a script as it is a factor in the adjudication process.

HOW TO APPLY

Email a pdf (or word doc) version of your script to info@writenowfestival.co.uk

To enable a 'blind' adjudication process **the script must not bear the writer's name** on any page.

When we receive your text we will confirm, again via email, and ask that you then complete the Submission Form (see below), print it off, sign it and post it to us with the application fee.

We undertake to maintain your copyright, will not print off your script and therefore do not accept hard copies.

For **Write Now** the non-refundable application fee is **£30.00** per script.

Only when we receive your Submission Fee will your text go 'live'. If your application is incomplete or we do not receive the fee, it will not be adjudicated, the script will simply be deleted from our system and, if appropriate, any fees will be returned (minus a deduction for postage).

Please use the checklist provided to be sure this does not happen!

If you are submitting more than one script, each must have its own application form, £30.00 fee, and be submitted separately – as separate emails

Please do not include additional supporting information – music, images etc – with your application. We adjudicate on the standard of the written word alone.

If unsuccessful, we will delete scripts within two weeks of the announcement of successful submissions.

We strongly advise you keep a copy of your script and application for your records.

SELECTION PROCESS

We read, critique and assess every play submitted in full. The criteria used is:

- Originality
- Creativity
- Quality of Plot
- Quality Dialogue

We also take into consideration:

- Theatricality
(is must be written for theatre not TV/Film/Radio)
- Readiness to be performed
(we do not accept work-in-progress)
- Presentation
(it must be in a readable format)
- Suitability for this festival
(can it be staged, to a high enough standard, given venue limitations)

Our panel of adjudicators are all professionals in the creative industries and academia.

The following Adjudication Process will be put in place:

Stage One - each script will be read in its entirety

A marking and adjudication sheet will be completed and used to determine whether the script should be invited.

From Stage One we will take around twenty submissions onto the second part of the process

Stage Two will have a separate panel of Adjudicators who will read those close to the cut-off or de-selection point to assess whether they should be 'saved'. Thus we anticipate around twenty scripts being taken into Stage Three

Stage Three - the read process is repeated in full for those taken forward by at least two different adjudicators.

From these between eight and ten will invited to perform at the Festival. Invitations will be made at the end of November / beginning of December with the final list announced pre Christmas break.

IMPORTANT NOTE:

We use an adjudication process to help us find the most vibrant and innovative new work. If you have no experience, past reviews or track record, please do not let this to stop you from applying!

Every Submission is guaranteed the minimum of a short critique with constructive feedback. This will be emailed to each playwright at the start of the New Year

INVITATION TO PARTICIPATE

Write Now will email an invitation to the submitter of the play on or around **Monday 25 November 2011** along with a Letter of Agreement, which must be printed off and returned to us by **Friday 09 December 2011**, together with the Participation Fee.

The Participation Fee is an up-front contribution to the festival's costs and is standardised across all companies; set at **£310.00**.

This figure covers all costs for a Producer's Day event, a Meet market, a Festival Launch event, three performances of your text, one two-hour technical rehearsal, one one-hour dress rehearsal as well as all festival costs; venue and equipment hire, marketing, festival programme, website, all promotion material, administration and box office.

Should any of the invited submissions not accept the invitation or fail to meet the deadline the offer will be revoked and one of a shortlist of other pieces will be invited.

It is a pre requisite that the "Producers" of each play accepting an invitation to be part of the festival, or a nominated member of their company, attend the **Producer's Day** on **Monday 16 January 2012**

This is a non negotiable condition of participation in the festival.

The Producers Day is designed to ensure that all companies, whatever their level of experience, are aware of the crucial aspects of production in the **Write Now** context.

We want your show to succeed and can help in areas such as casting, marketing and press relations. Each participating company will receive a 'Fact Pack', which will include details about the venue, the technical, preview and performance schedule as well as request sheets for information from each piece and so forth.

PLEASE NOTE:

If a piece is not represented, an invitation may be withdrawn and Participation Fee refunded minus costs.

Write Now publicises the festival as a whole, not individual shows. The Fact Pack will ask each company to submit publicity photos (for which you hold the copyright) and PR material, so that we can assemble the brochure, put together media info and structure the website content. We will get in touch with local and national press with details and stories, and will pass on to you any specific interest in your production.

However, you are expected to promote your own show too in order to persuade audiences to come to your production and, hopefully, see other shows.

To encourage this – and another prerequisite of accepting an invitation – we ask that every company produce a live “trailer” for their play which will form part of the Media Launch. Further details will be available at the Producer’s Day and in the Fact Pack.

Write Now claims the right to invite press and other guests to the dress performances.

SCHEDULE

Each production will be allocated a technical rehearsal in the venue on either **Tuesday 27, Wednesday 28, Thursday 29, Friday 30 March 2012.**

This will be a three hour slot; a two-hour technical followed by a one-hour dress rehearsal which will be watched by the Write Now Festival Team.

The Write Now Team will offer notes to each production in order to develop quality of each piece. Some of the notes will be suggestions however, in an effort to maintain a high quality, we may insist on certain changes being made for a variety of reasons

Each show will then be scheduled into the venue for the duration of the festival and is guaranteed a minimum of three performances.

Performances will be scheduled through the festival period at 1pm and 2.30pm (weekends only) 5.30pm, 7pm and 8.30pm. Thus it is imperative that each show runs no more than 59 minutes!

If your piece has specific scheduling requests **Write Now** will attempt to accommodate them but would need to know on acceptance of an offer. We intend to create a balance of slots for each production.

VENUE

Write Now 2010 and 2011 both ran at The Actors' Studio in Liverpool. We are in negotiation with the venue to continue that relationship

Situated at the Hanover Street end of Seel Street in Liverpool's city-centre the venue has a seating capacity of 80.

Technical facilities are good but limited and there will be NO storage facility for set, costumes or properties.

The performance area is a traditional proscenium arch theatre with a stage, 1m high, and measures 5m across the proscenium arch and 3m deep (These measurements are approx, a detailed Venue spec will be included in the Fact Pack)

The sound and lighting system are in place and you will also have access to and advice from the Festival's Lead Technician. **You will be required to bring at least one operator and a stage manager.**

We strongly suggest that the playwright and/or director DOES NOT operate the show.

Anything other than a simple lighting or sound plot may prove difficult and if you require special effects of any nature would have to provide them yourself – after checking with **Write Now** that the venue Health & Safety Regulations will permit them.

Inform **Write Now** of your requirements on the Application Form

Other than one viewing of the venue (on The Producer's Day), one technical rehearsal, and one dress rehearsal you will have no access to the space outside of the festival period.

Simplicity is key – **Write Now** is about the writing and the performance - large sets, loads of props and massive scene changes with numerous costume changes will not work!

Write Now are also exploring the possibility of a second venue, details of which will be given once negotiations with various parties have been concluded

BOX OFFICE and TICKETING

Write Now sets ticket prices and handles all aspects of box office, acting as agents for each participating company. Tickets for Write Now 2012 will be £8.00 and £6.00 (concession); a price-freeze for a third consecutive year

Discounts will be available for members of the public who book for two or more productions and an Artists' Pass will be available – details in the Fact Pack!

Box office receipts will be shared between your company (60%) and **Write Now** (40%) after deductions

Any questions before you submit your script please email
info@writenowfestival.co.uk



SUBMISSION FORM

Applications Deadline - Friday 23 September 2011

Email your script to Write Now first with a short introductory note. (Keep this brief)

The (and only then) -

Print this off, complete it and post it along with the Submission Fee ONLY WHEN you have received confirmation that your script has been received via email by **Write Now**

COMPANY AND CONTACT INFORMATION

Title of play:

Author:

Submitted by
(if different from 2):

If the **Author** and **Submitted by** are different then written permission will be required

YES It is required and is included

NO It is not needed
(delete where applicable)

Category:
(delete where applicable)

Adult

Family Audience

Address of Submitter:

Post Code:

Mobile:

Outline the plot in 50 words or less

(The story, not a marketing blurb)

Genre:

(eg., comedy, drama, thriller)

Target audience / age group:

Estimated Running time:

(Childrens: min **40mins** max **45mins**)

(Adults :min **50mins** max **60mins**)

Number of:

Cast: (Male) (Female) **Crew:** **Total =**

Should the piece be invited to be part of **Write Now** you will be asked to provide a technical operator and a stage manager. They cannot be the same person and should not be the playwright or the director!

You will have access to the Festival Technician who knows the systems and may help to operate either lights or sound at an agreed fee.

If you are a solo writer and have no company at this stage, don't worry! If you are invited to participate, we will help you find the right people at that stage.

Technical information:

Please list any special equipment or technical requirements essential to perform your piece (for eg. projection screen, special lighting or sound, strobes etc.,)

Tech specs of the venue will be issued if you are invited to participate.

How did you hear about Write Now?

DECLARATION

Please read, then sign and date and include with your Submission

I have read the Submission Information in full and understand that:

- The £30.00 application fee is non-refundable. I am guaranteed a short critique of my play should I not be invited

If invited to take part in **Write Now 2012**:

- the Submitter, author, or both, **MUST** attend the **Producer's Day** on **Monday 16 January 2012** as a condition of participation. The venue and details for The Producer's Day will be given once you have accepted an invitation should you be offered
- the author / submitter agrees to produce a two minute "trailer" (details will be given at the Producers' Day) for the media launch on **Thursday 08 March 2012** to maximise promotion of the festival and its content
- you agree to a Producer's Run of the piece which will take place at least one week before the Festival opens (**pre: 23 March 2012**)
- you guarantee that this is an original work and, if written permission is required from the author, you have included it with the Application.
- That to the best of your knowledge, the information that you have provided on this form is true.

Name

Signature

Date

When you have completed the Application Form, print it off, sign the declaration and post to:

**Write Now
The Black Box
21 Hutchinson Walk
Liverpool
L6 1JW**

Application does not guarantee acceptance. **Write Now** reserves the right to modify the terms and conditions of participation in the Liverpool International One-Act Play Festival 2012.

APPLICATION CHECKLIST

Please ensure you have completed the following:-

- Emailed a copy of your text **WITHOUT THE WRITER'S NAME ON IT** to info@writenowfestival.co.uk
- Once you have received confirmation print off the Submission Documents and complete
- **£30.00** fee – NO CASH PLEASE!

Payment by cheque, or postal / money order payable to:

THE BLACK BOX

You MUST write the title of the play on the back of your submission cheque.

- Also include written permission from the author of the script – if necessary

SEND YOUR APPLICATION TO:

**Write Now 2012
The Black Box
21 Hutchinson Walk
Liverpool
L6 1JW**

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