

Playhouse West One Act Fest - Guidelines

When and Where:

1. One Acts will be performed in the Magnolia Studio over three weekends: April 22-23, 29-30, and May 6-7.
2. Each one act will be performed at least three times, once per each weekend of the festival.
 - a. The one acts will be grouped into 6 blocks.
 - i. Each one act will be assigned to a block and will remain in that block for the run of the festival.
 - ii. Each block will be scheduled in a rotation over the three weekends so that each block will have an early afternoon time slot, an afternoon time slot, and an evening time slot. (see an example of the One Act Block Schedule on pg. 5).
3. There is 720 minutes of total stage time available for each weekend of the Festival.
 - a. one acts should be no more than 30 minutes to 40 minutes.
 - b. Longer one acts (up to 60 minutes) will be considered but will make scheduling much more complicated so please keep them closer to 30 minutes.
4. The audience admission price to attend each block is \$5.00 for former/current Playhouse West members and \$10.00 for non-Playhouse West members.
 - a. A Full Festival Pass will be sold for \$30.00 which will allow full access to all the blocks throughout the entire festival.

Who is Eligible:

1. Each teacher is encouraged to supervise (direct) as many one acts as possible using **advanced-level students only.**
 - a. Students that aren't in advance may be cast only if they fit a need (age, special skill, ect.) that cannot be cast using an advanced student.
2. Actors that sign up must be available to perform in each weekend of the festival.
 - a. Considering the number of one acts involved, special scheduling arrangements will not be possible.
 - b. Actors can only miss a show because of a conflict due to a paid acting job, family emergency, or illness.
 - i. The schedule will be made at least one month ahead of the festival run so that the participants can make the necessary arraignments with their jobs.
3. Only Playhouse West Staff Members are allowed to Supervise (direct) the one acts.
 - a. There is no limit to the number of plays a teacher can supervise.

4. Only current Playhouse West Students (Technique and Screenwriting) are eligible to participate in the festival.
 - a. Students are **NOT allowed** to come back to the school just to participate in the festival.
5. Teachers may use students that are not in their regular classes, so long as those students do not transfer out of their current classes just to participate.
6. Students do not need to be in the same class to work on a one act together.
7. Teachers are allowed to act in the one acts.
8. Teachers and students may participate in more than one production.
9. Original works are allowed.
 - a. Original pieces do not have to be written by Playhouse West students, exclusively.

How to Sign Up:

1. There is no selection committee to choose the one acts that will be staged. If a one act is approved by a staff member, then that one act is eligible for the festival.
2. **The rights for each published one act must be obtained by the cast members before signing up for the festival.**
 - a. Proof of purchase must be presented when signing up.
 - b. Each one act must designate someone to serve as the One Act Liaison with the play's publisher.
 - c. The One Act Liaison must use their own name and address info when filling out the rights request application.
 - I. Do not list Playhouse West as the registration applicant.
 - II. List Playhouse West – Magnolia Studio as the theater location (10634 Magnolia Bl., North Hollywood 91602)
 - d. When purchasing the rights, apply for three (3) performances.
 - e. When they ask for the performance dates, list any three weekend days between April 22 and May 7, 2023
3. To sign up, a Google Doc Sign-up Sheet will be created and shared with the staff.
 - a. When students want to enter a play into the festival, they must have their teacher enter the info into the Google Doc Sign-up Sheet.
 - b. Required info: Proof of Purchase of the play rights. Play Title. Play Author. Approximate Running time. Name of Supervising Teacher. Cast members. Published or Original.
4. Sign-up is on a first-come-first-serve basis.
 - a. Simply signing up does not guarantee your spot in the festival.

- b. The running time of the plays will be added-up as the plays are accepted. Once a total running time of 720 minutes has been reached, the festival sign-up will be closed.

One Act Preparation:

1. The one acts do not need to be rehearsed in the classes, exclusively. This will allow teachers that don't teach a technique class to direct the one acts as well.
2. One Act Supervisors are responsible for directing and rehearsing each of their one acts for the festival.
3. One Act Supervisors are responsible for designing the lighting and sound cues for each of their one acts.
 - a. The lighting and sound cues should be kept to a minimum.
 - b. The lighting grid will be set, such that no lights will be adjusted to conform to a one act's specific lighting need.
 - i. The lighting grid will be divided into thirds, providing options to light the stage - left, right, center, or full.
 - ii. There is one spotlight option that will be pointed towards center stage.
 1. It may be angled towards stage right or stage left if that doesn't affect the other one acts in the block, but the spotlight will not be moved from its physical location on the grid.
 - c. Each one act must provide a script, marked with all lighting and sound cues for the booth tech.
4. Set dressing and props should be kept to a minimum so that set changes can be executed as quickly as possible.

One Act Fest Schedule of Blocks - Example

WEEKEND 1	WEEKEND 2	WEEKEND 3
Saturday, April 22	Saturday, April 29	Saturday, May 6
1pm - 3pm	1pm - 3pm	1pm - 3pm
BLOCK A	BLOCK F	BLOCK E
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
4pm - 6pm	4pm - 6pm	4pm - 6pm
BLOCK B	BLOCK A	BLOCK F
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
7pm - 9pm	7pm - 9pm	7pm - 9pm
BLOCK C	BLOCK B	BLOCK D
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
Sunday, April 23	Sunday, April 30	Sunday, May 7
1pm - 3pm	1pm - 3pm	1pm - 3pm
BLOCK D	BLOCK C	BLOCK B
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
4pm - 6pm	4pm - 6pm	4pm - 6pm
BLOCK E	BLOCK D	BLOCK C
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
7pm - 9pm	7pm - 9pm	7pm - 9pm
BLOCK F	BLOCK E	BLOCK A
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act
One Act	One Act	One Act