



The Players Theatre

Short Play & Musical Festival

115 MacDougal | Street New York, NY 10012 | ShortPlayNYC.com

Email contact: admin@shortplaynyc.com

Festival Coordinator: Elizabeth Emond

Casting Director: Catherine Lamm

Producing Artistic Director: Brenda Bell

Marketing Coordinator: Catie Carlton

Congratulations on being accepted to participate in **The Short Play & Musical Festival!** All important information involving the running of your play, deadlines, tech, and production schedules are contained in this document.

From this point forward, each production is allowed one main contact person, furthermore referred to as the “company representative”. This should be a stage manager, director, producer, or playwright. They will receive any and all pertinent information and emails. It is then the company rep’s responsibility to relay the information to the rest of the team, as he/she deems necessary.

MASKS MUST BE WORN AT ALL TIMES WHILE INSIDE THE PLAYERS THEATRE. Social distancing measures and good hygiene (hand washing and sanitizing) must also be taken.

Room 3D, The Steve and Marie Sgouros Theatre, will be utilized as the **SPF** performance venue. There will not be a live audience in attendance, just minimal staff members to assist in running the festival smoothly. Rehearsal spaces in the theatre will be utilized as dressing rooms. Each play will have a private room for their actors so that social distancing can be maintained.

Small set pieces may be stored from your production’s tech until your shows closing on Saturday, at the discretion of your Technical Director. Please keep this in mind when deciding upon your set and props. There are in-house set pieces available for your use (list provided at end of this handbook) that we urge you to take advantage of. The Players Theatre and Short Play & Music Festival will not be held responsible for anything that is misplaced or damaged. To prevent this, please label everything you decide to store in the venue with your company/production name and the name of your company representative. You must limit props stored at the theatre to the size of a file box which will be provided to you.

Changeover between plays may never exceed two minutes. We will be sanitizing the space between each performance for the health and safety of the performers and staff. More

information regarding this is provided in the tech section; you will be allowed to work the changeover during your tech rehearsal. **Technical rehearsals are mandatory** for your entire production team. Time slots will be assigned at a later date and are on the Thursday evening prior to your first performance.

Please note that The Players Theatre does **NOT** produce this festival – we rent the space. They will not be able to answer any of your questions about the festival so please do not email or call them.

ALL EMAILS SHOULD BE SENT TO: admin@shortplaynyc.com. In the subject line please put the name of your show. We will forward your email to the appropriate team member.

Please review this handbook and consult with the **Short Play & Music Festival** staff in order to make your production as successful as possible!

Tech and Deadlines

In order to take full advantage of our festival, we ask you to strictly follow these technical requirements:

You are allowed [number of pages] cues. For example – if your play is ten pages, you can have ten cues **-including** lights up and lights down. **NO EXCEPTIONS.**

1 week prior to your tech, you must submit:

- your show's runtime and prompt book. No show may run longer than 15 minutes.

List of festival's furniture/set pieces needed

All sound cues, **in order**,

As an alternative, you can email your sound cues, or share them with us via Dropbox – **but you must still provide them on a flashdrive at your tech**

If all items are not submitted by the above deadline, your show will have no cues other than lights up and lights down. **NO EXCEPTIONS.**

Bring a Prompt book with cues in pencil to tech along with a flashdrive with your sound files

Please write all cues in the right-hand margin of your prompt book, in pencil, next to the line you would like the cue to occur. Do not number or letter them. Do not request specific color gels or gobos, as we are working with a rep light plot in order to accommodate for all participants.



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Tips from your TD to make your tech successful:

- The best way to have your tech run smoothly is to have a clear idea of what you want - within the limitations of the space, and to turn in your sound cues on time.
- Please turn in your sound cues in the proper format! I'll only be able to use them if they are given to me as an mp3. - i.e. If you, or your designer, makes the sound cues in Audacity, they need to export and send them as an mp3 file, not an .aud or .wav
- Please keep in mind that the Players Theatre is our host and does not run the festival. They do not have information on the festival. Please do not call them.
- You are allowed to leave set pieces and props in 3D at your own discretion. You can either leave things after your tech, or after your first show. EVERYTHING must be taken with you after your final show on Saturday. Anything left behind will be thrown out that night.
- Please keep in mind that your set needs to be brought on and off stage, by only your actors, in under two minutes, in the dark. Keeping it simple is best.
- Any and all effects or materials you plan to use must be seen by the staff during your tech. We discourage using any messy food or drink materials and absolutely nothing can be remaining on the floor after your show (i.e. water, blood, crumbs etc.)

Important Dates & Information

Performance/Tech Dates:

Your production will be given a slot within one of the allotted weeks. Please make sure you and your entire production team are available. Your tech time slot will be between 5 and 10p and assigned time will be sent to you once the final order is confirmed. Tech time is STRICTLY limited to 45 minutes per show.

Week 1: Mar. 5 & 6 (tech is the evening of 3/4/2021)

Week 2: Mar. 12 & 13 (tech is the evening of 3/11/2021)

Friday's performance is at 7pm, Saturday's performance is at 3pm

TICKETING:

Tickets for the festival are \$10

You will receive an email when ticketing is live with a direct link to purchase

The shows will be streamed live via Facebook to a paying audience. Audience members must purchase a ticket in order to be able to view that performance. A ticket will allow the viewer to see all four plays scheduled for that performance.

Important Rules to Remember:

- 1) Playwrights may take on no more than one additional role in any production
- 2) There are no comps
- 3) You must take all costumes with you each night – Nothing can be left in holding
- 4) Lights cannot be refocused and gels cannot be changed
- 5) When emailing us ALWAYS put the name of your show in the subject line

SPF Covid Safety Protocols

- All participants and staff will be required to wear a mask at all times in the theatre (including during performances)
- Everyone must maintain, when possible, at least 6 ft distance from each other inside the theatre
- The theatre will only be accessible to participants for tech rehearsal and their performances. Participants will be asked to leave the building at the conclusion of their show's performance. There will be no live audience in attendance.
- Each play will have their own private holding room where they will be asked to remain (masked and socially distant) before taking the stage for their performance
- The theatre space will be thoroughly sanitized between each play (via an electrostatic cleaner and advanced filtration)

Contact info:

All questions should be addressed to:

admin@shortplaynyc.com

CONTACT INFO: you will receive a form to enter the names and email addresses of member of your team including the actors. Please fill this out promptly so that we can send them information on the show as well as promote your show in the festival



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AVAILABLE FURNITURE:

	
<p>Love Seat</p>	<p>Folding Table</p>
	
<p>4 Gray Chairs</p>	<p>Black Folding Chairs</p>



Black Stools



2 Black Acting Cubes



2 Black Cabaret Table



2 Black Bench



Coat Rack



Folding Screen



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Coffee Table



Folding Bed

Marketing Information for SPF

Our festival is funded solely on ticket sales so we depend on that revenue to keep it going. We hope to make this festival the most successful yet, even despite the unusual circumstances!

Please help us promote your festival in the following ways:

- 1) Once ticketing goes live we will email you with direct links.
 - a. Please send an email to friends and family with the link and code
 - b. Please post on social media
- 2) Social Media
 - a. Be Bold Productions has a Facebook Page: BeBoldProductions
 - i. Please like and share the page and all SPF posts
 - ii. Feel free to friend Brenda Bell so that she can tag you in posts
 1. <https://www.facebook.com/brenda.bell.7370>
 - b. Please post interesting content and images about your play, the actors and director and the rehearsals.
- 4) Cast and Team
 - a. Please ask your cast and team to share information with their family and friends and on social media
- 5) Interview
 - a. We may be posting interviews and news on the official festival website: www.shortplaynyc.com
 - b. Please share this news on social media and your websites
- 6) Please send us any information, photos, images or news that can help us promote your show via social media and online. Send all info to: admin@shortplaynyc.com and put Press/Your Shows Name in the subject line

Please remember that the purpose of the festival is to highlight your terrific writing talent. Let the words speak for themselves – you do not need fancy sets or production values. A good cast and director can bring your piece to life with minimal setting.