



The  
**ALL-ENGLAND THEATRE FESTIVAL**

**ENGLISH FINAL**  
**PROTOCOL**

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## **GENERAL**

- 1: The host Area Treasurer of the next English Final should let the National Treasurer have a budget for the event at the penultimate October Trustees meeting. A balance sheet covering all transactions should be sent to the National Treasurer as soon after the Final as possible.
- 2: The team hosts should be at the theatre to greet the teams when they arrive for their technical rehearsals. They should show teams where their dressing rooms are and be around to answer questions.
- 3: The adjudicator's steward or some other nominated person should look after the adjudicator from the moment they enter the theatre until they leave.
- 4: The GODA Assessment Form will be completed at the Sunday morning Exec Meeting.
- 5: The running order for the following year will be decided by the Executive Committee.
6. **Opening of Festival:** The person appointed to introduce the first session of the English Final should warmly welcome the audience, particularly those persons who have travelled a long distance to the event, and thank them for their support and patronage.
7. **Presentation:** The adjudicator must be informed that it is vital that the trophy presentation ceremony takes place promptly. To that end adjudicators are asked to come to as speedy a decision about the allocation of all trophies as possible. They should manage their deliberations to ensure that there is no more than a 15 minutes gap between the end of the final adjudication of the second session and the start of the presentation ceremony.

## VENUE

### **Optimum Requirements of Venue For the English Final**

1. Have tabs
2. Have option of a white cyc
3. Have competent lighting & sound operators
4. Have a Stage Manager knowledgeable of festival conditions
5. Have good communication between stage and lighting/sound
6. Have sufficient and reasonable dressing rooms (at least 2)
7. Have reasonable access for set and set storage
8. Have reasonable car parking facilities
9. Have the facility for food to be provided between sessions if possible.

## **HOST RESPONSIBILITY**

### **Jobs Host Area Should do Prior to the Day.**

1. Select & book the adjudicator following confirmation from AETF chairman that the proposed adjudicator is acceptable.
  - Book any necessary accommodation for adjudicator
  - Endeavour to arrange sponsorship and a National Programme advert.
2. Arrange staffing for the day:
  - Ticket sales & FOH staff if necessary.
  - Stage Manager & any other necessary back-stage staff
  - Time Keeper
  - Adjudicator's Steward
  - Team hosts
  - Programme & raffle ticket sellers
  - Any other stewards required by the theatre ie stage door
3. Publicity:
  - Advertise event in local press/local radio
  - Posters to each Area Secretary and the theatre
  - Booking forms to each Area Secretary in time for Quarter Finals – Area Secs to distribute to their Divisions.
4. Prepare letters for winning teams giving technical information about theatre etc; contacts, accommodation list, booking forms for local distribution. Send to Area Secs in time to pass on to their finalists.
5. Arrange pre ticket sales.
6. Organise food between sessions if nowhere available close by.
7. Advise groups of performance running order & rehearsal times. (see P.6)
8. Produce programmes using AETF printed covers.
9. Provide raffle prizes for all sessions.
10. Arrange flower display, if possible, for presentation & provide table for adjudication & presentation (approx 6x3ft).
11. Arrange for photograph of winning team to be taken.

12. Arrange venue for Sunday morning Exec Meeting. (approx 2 hours 10.00-12.00)
13. Recover trophies and deliver to theatre for presentation.
14. Arrange for certificates of insurance to be signed by trophy winners.
15. Advertise the event using media cover & send results.
16. Prepare certificates of participation.
17. Arrange front of house display.
18. Provide AETF gobo to light tabs
19. Provide roll-up banner
20. Provide tablecloths for presentation
21. Confirm that the venue has read the technical requirements and acted upon them.
22. Advise teams that their rehearsal time could be taken up setting lights if theatre technicians have not done any pre sets

## **THE DAY**

### **Running Order for Day of the Final**

Technical Rehearsals (preferred timings)

9.00am - technical staff & team hosts to arrive at theatre

Allocate dressing rooms:

First Rehearsal	9.30 – 10.10 (normally the local Area)
Second Rehearsal	10.15 – 10.55
Third Rehearsal	11.00 – 11.40
Fourth Rehearsal	11.45 – 12.25

14.00 Open Festival – welcome from host Division or Area (appointed by Area) in front of tabs.(See page 2)

First performance

20 minute interval

Second Performance

Stage set for adjudication – table covered with cloth & glass of water

Introduction of adjudicator – arranged by host Area

Break for Tea

19.00 Welcome back – from host Division or Area (appointed by Area) in front of tabs

Third performance

20 minute interval

Fourth performance

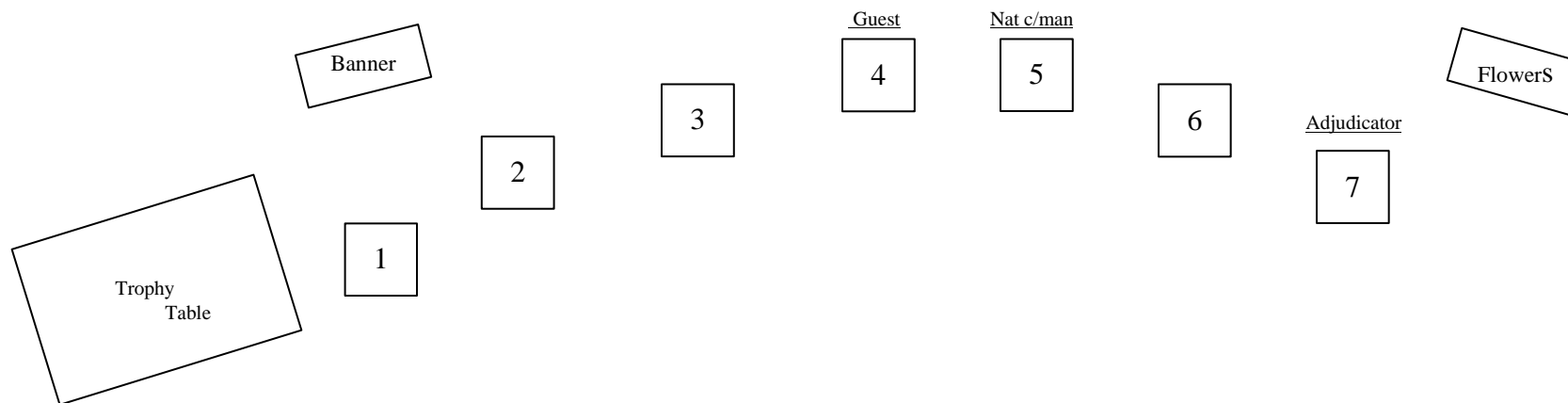
Stage set for adjudication – table covered with cloth, glass of water.

Introduction of adjudicator – arrange by host Area

Following adjudication host Area to announce short break & invite 4 producers backstage.(See page 2)  
(MC to tell audience length of break following consultation with Adjudicator)

Set stage for presentation – 7 chairs, table covered with AETF cloth, 4 trophies, flower display, roll-up banner.

## PRESENTATION




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### Platform Party Consists Of

National Chairman  
 Guest  
 Adjudicator  
 Four Area Chairmen

Introduction of platform party by National Chairman,

Person occupying seat (1) to pass appropriate trophy to guest for presentation.

Person occupying seat (2) to invite the 4 directors – in order of performance to receive their certificates of participation

Person occupying seat (3) to give vote of thanks to Festival organiser, helpers etc.

Person occupying seat (6) to announce details of next year's English Final and give brief details of the British Final.

This document with jobs allocated to individuals will be issued at least 2 weeks prior to the event.