

Spotlight Short Play Festival 2018
Application, Agreement, and Guidelines

APPLICATION:

Authors Name: _____

Authors Phone Number: _____ Texting: Yes / No

Authors Address: _____

Authors Email Address: _____

Authors Age: _____

First Time Author: Yes / No - If No, Please Explain: _____

Currently Enrolled in Spotlight Acting School: Yes / No

(Has no bearing on the selection process, but qualifies the author for additional school honors if selected.)

Play Title: _____

Play Number of Words: _____

Play Estimated Runtime: _____

Play Genre: Comedy / Drama / History / Musical

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ELIGIBILITY:

Short plays and musicals that are no more than 15 pages in length with an average runtime of less than 30 minutes.

Writers may submit only 1 play, including plays they have co-authored.

Each nomination must submit a separate application form.

Plays must be typed. See the format guide attached.

Plays presented in previous Spotlight Festivals are not eligible for re-submission.

Poetry and short story readings will not be accepted.

The Spotlight Acting School, Inc. Festival Committee, in its sole and absolute discretion, shall select plays for participation in the 2018 Spotlight Festival from among all entries, and its decisions are final.

Spotlight Acting School, Inc. reserves the right to remove any selected play from participation if the play, its producers, and/or its authors are not in compliance with the Application and/or the Competition Guidelines, and/or if the additional documents are not timely signed and returned. Production of selected plays shall be at the sole cost and expense of the Producer, and no royalties or other payments are or will be owed by Spotlight Acting School, Inc. or its partner acting troupes or organizations.

FACILITIES:

The theatre space will include a basic lighting plot with limited pre-set general light cues and basic sound equipment will be provided.

A limited number of basic set pieces will be available at the theatre. Additional props, set pieces, etc. may be brought by the producing companies; however, we strongly advise that productions be kept as simple as possible.

Spotlight Acting School, Inc. will further provide all front-and back-of-house personnel and a board operator if needed.

TO SUBMIT:

All submissions must be submitted by the Author[s] of the Play.

The author is responsible for co-producing the play in the event that the work is selected as a Festival participant. As a producer, the author agrees to perform his or her obligations under this application, all without the knowledge, consent or approval of any third party and without infringing the rights or damaging any third party. The responsibilities of the Producer include, but are not limited to, assisting in or suggesting casting; our 2018 festival is a non-equity festival; working with the appointed director or self-directing the work, assisting technical personnel; attending rehearsals; and assisting with costumes.

Script submissions will be accepted in digital format only. Each submission should be submitted as a single PDF document. Documents must be labeled as follows: PlayTitle_Author's Last Name.pdf.

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All portions of the application below must be complete.

Spotlight Acting School, Inc. will announce the winners at the performance of Alice in Wonderland February 10th 2018 followed by posting the results on its website.

TERMS OF USE (please agree below):

By accepting the terms and conditions, I, the Author[s] of the submission (hereinafter known and referred to as “the Author”) wish(es) to apply to Spotlight Acting School, Inc. for participation in the 2018 Spotlight Festival of Short Plays, commencing in March 2018 by presenting at the Festival the attached submission.

1. The Author[s] agrees to indemnify, defend and hold harmless Spotlight Acting School, Inc. and their respective shareholders, members, directors, officers, employees, agents, and their respective successors, assigns and legal representatives, from any and all manner of claims and/or proceedings related in any way to the Author’s [Authors’] participation in this Festival or any events ensuing from its participation.
2. I (we) represent and warrant that I am (we are) the Author(s) of the Play, and that I (we) freely grant to Spotlight Acting School, Inc. all necessary and customary production rights to the Play as may be necessary or convenient for the presentation of the Play, if selected, for the term of the Festival. I further represent and warrant that nothing contained in the Play violates the right of privacy of, or right of publicity, or constitutes a libel or slander against, or violates any other rights of, any person, firm or corporation, including but not limited to rights under copyright, trademark and/or contract. If the Play is an adaptation of another pre-existing work not in the public domain, I (we) further warrant that permission to make and present the Work as an adaptation of a pre-existing work has been unequivocally granted by the copyright owner of the pre-existing work.
3. I (we) ratify, approve and agree to be bound by to the terms and conditions of the Application, including but not limited to the indemnity clause above (Paragraph 2). If the Play is selected, I (we) agree to sign and deliver such additional documents as Spotlight Acting School, Inc. may request in order to give full force and effect to the terms of the Application and the Competition Guidelines and to permit the presentation of the Play.
4. If the Play is selected for production by Spotlight Acting School, Inc. (“SAS”), in its sole discretion, I (we) agree that the following clauses shall be non-negotiable:

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(1) SAS shall have nonexclusive world-wide publication rights in the play in all languages, for the duration of the play's copyright (with such publication rights including, but not limited to, acting editions, anthologies and reprints; digital rights; and rights of translation).

(2) SAS shall have an exclusive agency throughout the world for the purpose of licensing the play for its own use and production in all languages throughout the world pursuant to the terms of this agreement. I acknowledge that by submitting my play to the Festival, I am agreeing to be bound by the terms of the agreement if selected as a winning play. Ownership and licensing rights to any entity not belonging to or affiliated with SAS will remain the property of the Author.

5. I have read and understand the above terms and conditions of this application as well as the posted competition guidelines. I attest that I am over eighteen (18) years of age or have the accompanied signature of a legal guardian, the owner of this property and freely submit my work to the Short Play Festival.

Signature of Submitting Author

Signature of Legal Guardian if Author is under 18 years of age.

Guardian Name Printed: _____

Date: _____

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FORMATTING GUIDE

These guidelines are designed for Microsoft Word or a comparable word processing program.

Cover Page

Your play should have standard one-inch margins. If your submission is bound, you should allow an extra .5 inches on the left margin to make sure no text is cut off.

The cover page should contain all the essential information. This includes Title, Subtitle, By-line, Mailing address, Phone number, Email, Copyright notice (if applicable). By providing all of this on the first page of your script, you make it easier for our staff to process your submission and contact you. The title and by-line should be centered, approximately half-way down the page. Contact information should go in the bottom right corner. Copyright information can go in the bottom left.

Standard Format

The text of the play should be in a standard format, which looks professional, makes reading easy, and provides our readers with an estimation of run-time. If you are using screenwriting software, please note that its default settings are not necessarily standard play format.

Basics. All text should be single-spaced, in a readable font, such as 12 point Times New Roman. When separating characters' lines or longer stage directions, double space. Song lyrics should be in ALL CAPS, with one indent. (Note that one indent is 12 spaces in Times New Roman or 5 spaces in Courier New.) The title page should never be numbered. Page one should be the first page of the play.

Cast and Setting. After your cover page, there should be a brief cast of characters, as well as time and place notes. Character names, ages, genders, and any short but important physical characteristics belong here. If doubling is possible, it should be mentioned here, as well. *If you are submitting a musical, a list of musical numbers should follow this page, including the song titles and characters who sing.*

Acts and Scenes. Each new act and/or scene should be started on a new page and be center justified. The act should be written in ALL CAPS and roman numerals, while the scenes should be in capital and small letters, a double space below and underscored, as follows:

ACT II
Scene 6

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You should include a description of the setting and activity at the beginning of each scene. These can be simply designated by the terms “Setting” and “At Rise.” An act or scene should be noted, with “Blackout,” “Curtain,” etc. The end of the play should also be noted.

Dialogue and Direction. When a character is speaking, his or her name should be either centered or set 3.5” from the Left Edge of the Paper in ALL CAPS. If continuing a character’s speech from a previous page, insert (Cont.) after the name on the same line. Any other brief direction (one-word) can also go on this line in parentheses. Longer directions belong on the following line in parentheses, three indents in.

TOM (giggling)

Text would go here. Emphasis may be indicated by *italics* or underlining.

OR
TOM

(Tosses keys across room while giggling)

If you have longer directions, move to the next line and use three indents.

(AMY walks across room to pick up keys. She shakes some dust from them and unlocks the door.)

Then continue dialogue after one space. Note that characters’ names in directions are in ALL CAPS. Stage directions may either go to the right bound of the page or stop at three indents from the right. They should always begin three indents from the left.

Simultaneous dialogue should be placed side-by-side, spaced to start and end at the same place on the page. Trailing off should be indicated with ellipsis (...) whereas being cut off should be indicated with a dash.

An example of a properly formatted cover page and a play in standard play formatting is included.

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TITLE

Sub-Title and/or Genre Description
by Your Name

Your Name
Your Address
Phone
Email

A copyright would be placed here if there was one

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Cast of Characters

TOM DOE: 44 years old, an auto mechanic.
LUCY DOE: 42 years old, a waitress, TOM's wife.
AMY DOE: 19 years old, a student, TOM and AMY's daughter.

Place

The Doe Home in Berea, Kentucky

Time

Late Spring

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Musical Numbers

EVER THE LADY
I NEVER SAID
ALL WE CAN DO

LUCY
Company
TOM

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ACT I
Scene 1

Setting: This is where you describe what is present on the stage, such as furniture, doors, shape of the space, etc.

At Rise: This is where you describe the action taking place when the lights are brought up on the stage, such as: TOM is discovered sitting in a chair. AMY is looking out the window.

TOM (patiently.)

XX.

AMY

XX.

(Enter LUCY, left.)

LUCY

XX
xxxxx.

AMY

XXXXXXXXXXXXXXXXXXXXXXXXXXXX.

LUCY

XX...

(Song: "EVER THE LADY")

XXXXXXXXXX XXXXXXXXX XXX XX
XXXXXXXXXX XXXX XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX, etc.

TOM

XX
xxxxx.

AMY

XX
XX.

TOM

XXXXXXXXXXXXXXXXXXXX! I – 1 – 2

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(Exit TOM, left.)

AMY

XXXXXXXXXX.

LUCY

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

AMY

(Looking at letter in LUCY's hand.)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

LUCY

XXXXXXXXXXXX.

AMY

XXXXXXXXXXXX.

(Looking off right.)

XX.

AMY LUCY

XXXXXXXXXXXX. XXXXXXXXXXXXXXX.

(They run off.)

CURTAIN