



ABN: 55 493 211 33

**Port Macquarie
One Act Play Festival
June 6th – 8th 2025**

Information Pack

Presented by:
The Players Theatre Inc. Lord Street, Port Macquarie, NSW
website: playerstheatre.org.au

Email: oapf@playerstheatre.org.au

Proudly supported by PMHC Community Grants



PORT MACQUARIE
HASTINGS COUNCIL



Port Macquarie One Act Play Festival June 6th – 8th 2025

The Players Theatre Inc. is proud to announce the 2025 Port Macquarie One Act Play Festival. We are inviting theatrical groups to compete and participate in an amazing weekend of theatre and friendship.

All enquiries, expressions of interest and entry forms to:

Festival Coordinator – Barb Sherrin

Email: oapf@playerstheatre.org.au

Phone: 0459 775 837 (*Barb Sherrin*)

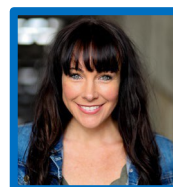
The Players Theatre Inc. PO Box 672 Port Macquarie NSW 2444

All plays will be performed at the Players Theatre

33A Lord Street Port Macquarie NSW

Adjudicator: Jo Bloom

See playerstheatre.org.au for Jo's Bio



Sessions and Tickets:

Five sessions will be run over the weekend, including a presentation ceremony.

Each session will consist of 3-4 plays followed by a short break.

This may change depending on the number of entries.

Tickets will be available to purchase for individual sessions and a weekend

Festival pass will be available at a discounted price.

Festival Welcome, Drinks and Adjudicator information session

Friday 6th June 2025 @ 7:30pm

This will be a great opportunity for all participants to network and socialise with other groups and meet the adjudicator.

Expressions of Interest are now open and are requested via email to the Festival Coordinator by Friday 7th March 2025.

Registrations close 5pm Friday 11th April 2025

Registration fee - \$50 per play

Payment must be submitted with registration forms.



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Conditions of Entry

- All directors, actors and crew must be of amateur status*
- Groups may enter up to two plays
- Plays can be a drama, a comedy or farce
- Plays require a minimum of two performers with dialogue**
- Each entry must be on an **official entry form**
- **The Adjudicator's decision is final, and no correspondence will be entered into**

Entry Fee

- Entry fee is **\$50** per play
- Fees must be received by the Festival Coordinator before each entry is acknowledged
- The following must be sent with the entry form:
 - Cast lists
 - Synopsis of the play (max. 100 words)
 - A short history of the theatre group
 - A digital script (or 2 clean hard copies)
 - Proof of Royalty payments (if applicable)
 - Any special requests
 - Legal forms (if applicable)

Closing Date

- Deadline for entries is **Friday 11th April 2025**

The Play

- **Length – At least 20 minutes in duration**
- Groups are allocated a maximum of 60 minutes per production (including time to set and strike stage)^
- **Staging** - Groups are responsible for setting and striking their stage
- Groups may provide their own backstage crew who will work in conjunction with the Festival Stage Manager
- Requests for additional assistance must be received in writing prior to the technical rehearsals
- Lighting plots and special effects will require special arrangements with the Festival Technical Coordinator and must be requested in writing with your scripts.

Rehearsals

- There will be **NO** onstage rehearsals, including local groups.
- There will only be technical rehearsals for props, sound and lighting
- Times for technical rehearsals will be strictly adhered to.
- Please arrive at least 10 minutes prior to your allocated time.

Theatre Information

- Please refer to the separate document for stage dimensions
- The seating capacity of the theatre is 222
- In house audio equipment is available and will be operated from the Sound and Lighting Box by the Festival Sound and Lighting Technicians
- The Festival Stage Manager will be available for help and advice wherever necessary
- The Players Theatre cannot accept responsibility for any loss or damage to participants' property during the festival.

Other important information

- If your play requires the use of a gun or sword of any description, including imitation, the name of the person responsible must be specified with your scripts
- Copies of any legal forms must be attached to entries
- Prior notice in writing **MUST** accompany your scripts if you intend to shoot blanks
- If too many entries are received, the decision on who performs rests solely with the Festival Committee and no correspondence will be entered into
- The Festival Committee may request a second choice from groups who submit the same play
- The Festival Committee reserves the right to allot dates and times as demanded by the needs of the program and other competitors
- Short notice alterations to the program may have to be made if groups are late or do not appear

Further explanations:

* That is, their role in theatre, film or television is not their major source of income.

** Monologues or mime will not be considered.

^ Plays may be penalised if they extend beyond these boundaries

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Awards

Production - First	\$1250	(Hastings Port Macquarie Council)
Production - Second	\$500	(David Plews)
Production - Third	\$250	(Got Ya Back Productions)
Best Male Actor	\$250	(Chrysalis Printing)
Best Female Actor	\$250	(Lilly's Cafe)
Best Director	\$250	(Thompson's Brushes)
Best Unpublished Play	\$250	(Terry Gould OAM Memorial)
Encouragement	\$100	(Chris Hickling Electrical)
Playettes (10 minute performances)		(Northcorp Accountants)
Playettes - First	\$150	
Playettes - Second	\$100	
Playettes - Third	\$50	

Provisional Program

Friday 6th June

5.00pm	Technical Rehearsals commence*
7.30pm	Welcome, Adjudicator's information & workshop
	Performance of Playettes will be during this evening session

Saturday 7th June

8.00am	Technical Rehearsals
10.00am	Session 1
2.00pm	Session 2
7.00pm	Session 3

Sunday 8th June

8.00am	Technical Rehearsals
10.00am	Session 4
2.00pm	Session 5 (or Awards Presentation)
6.30pm	Awards Presentation (if session 5)

*Technical rehearsals may be required to commence Thursday 6th June for local groups

Note: Awards Presentation will be brought forward if sessions are not filled.

If in the adjudicator's opinion, a sufficiently high standard has not been achieved in any of the above categories, awards may not be given.



Port Macquarie One Act Play Festival June 6th – 8th 2025 Registration Form

Name of Group: _____

Name of Contact: _____

Address: _____

Town: _____ State: _____ P/C: _____

Phone: (B H) _____ (A H) _____ Mob _____

Email Address: _____

Is your entry an unpublished script? YES or NO (please circle)

Please register our group for participation in the Port Macquarie Festival of One Act Plays 2025

We enclose our non-refundable registration fee of **\$50.00**

* EFT payment please

Direct Deposit Bank Details - **BSB: 932 000 A/C No: 500032600 Regional** Australia Bank
Please email Remittance advice to oapf@playersyheatre.org.au. Advice: **One Act Play entry**
Please note this is a non-refundable fee.

Any group may enter up to two plays and a fee is payable for each entry.

Festival Welcome, Adjudicator Information Session Friday 6th June 7.30pm Celebrate the opening of our Festival. Refreshments will be served in the Players Theatre foyer for all participants, adjudicator, and committee members and sponsors.

Please indicate your groups attendance: YES or NO (please circle)

Numbers attending: _____



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Entry Form - 1

Name of Group: _____

Name of Contact: _____

Address: _____

Town: _____ State: _____ P/C: _____

Phone: _____ Mobile: _____

Email Address: _____

Title of Play: _____

Author: _____

Duration of Play _____ (excluding set up)

Performance Rights Payable to: _____

Director: _____

Characters (in order of appearance): Performed By:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please list the following if they will be participating in the Festival

Additional Stage Crew: _____

—



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Entry Form 2

Brief Synopsis of Play:

Please tick the following that applies:

Please tick

Drama []

Comedy []

Suitable for General Exhibition []

Suitable for Adults only []

Furniture, Props and Special Requirements

- The Players Theatre stage is 9.3m at the curtain line with 5m behind the line & a forestage of up to 2m deep.
- There are two black leg flats which can be travelled to any position across the stage plus front & rear tabs.
- Access to the back of the stage area is via a loading dock, at truck height, with easy access directly onto the stage.
- The theatre has lights and sound facilities of a professional standard, good size appointed dressing rooms, and a large foyer with bar and refreshment facilities. All facilities are air conditioned.
- Hand props are your responsibility.
- Players will provide some large props, (within reason) such as, sofa, bed, table, chairs, dresser, and will endeavour to assist with other reasonable requests.
- ***Please note storage space is minimal. Groups are not to touch, move, interfere or borrow props for other plays.**
- We will not build sets
- Give as much detail as possible of the props you require. We cannot promise to provide your exact requirements. (attach list)



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Entry Form 3

Lighting Requirements:

Please detail on a separate sheet and provide as much information as possible.

We will endeavour to achieve the affects you require.

Please provide a lighting plot if appropriate.

Sound Requirements:

There will be a maximum of three (3) minutes of music or singing. Please bring all special sound effects and music on a USB/flash drive.

The Technical Coordinator and Stage Manager shall have sole authority of facilities under their control.

Signed: _____

On behalf of: _____

Name: (printed) _____

In order to minimise disturbances, admittance to the auditorium during a performance will not be permitted. Patrons are requested to turn off mobile phones to avoid interference with the theatre's electronic systems. We wish all our competitors a wonderful time at the Festival and in our beautiful town of Port Macquarie.

The Adjudicators will provide feedback from the stage at the end of each session.

A detailed adjudication report will be forwarded shortly after the Festival.

The Players Theatre takes no responsibility for the views and decisions made by the adjudicator.

Decisions are final and no correspondence will be entered into



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Playette Entry Form

Playettes are our 10 minute performances

Name of Group: _____

Name of Contact: _____

Address: _____

Town: _____ State: _____ P/C: _____

Phone: _____ Mobile: _____

Email Address: _____

Title of Play: _____

Author: _____

Published [] Unpublished []

Director: _____

Copy of script to be supplied with entry.

- No entry fee is required for Playettes
- No limit on submissions, however a maximum of two Playettes will be selected from one group
- Scripts will be reviewed by the 2025 Festival Team and the top three selections will be invited to perform at our Festival Welcome on Friday 6th June
- 1st 2nd & 3rd will be awarded on the night
- Entries Close 31st March 2025

- No Set
- Minimal props with full props list to be supplied with entry form and script copy
- Basic lighting plot only: right stage wash, left stage wash, centre stage wash, full stage wash
- No Tech rehearsal
- Monologues accepted
- Ensure times are accurate as overtime performances will be disqualified

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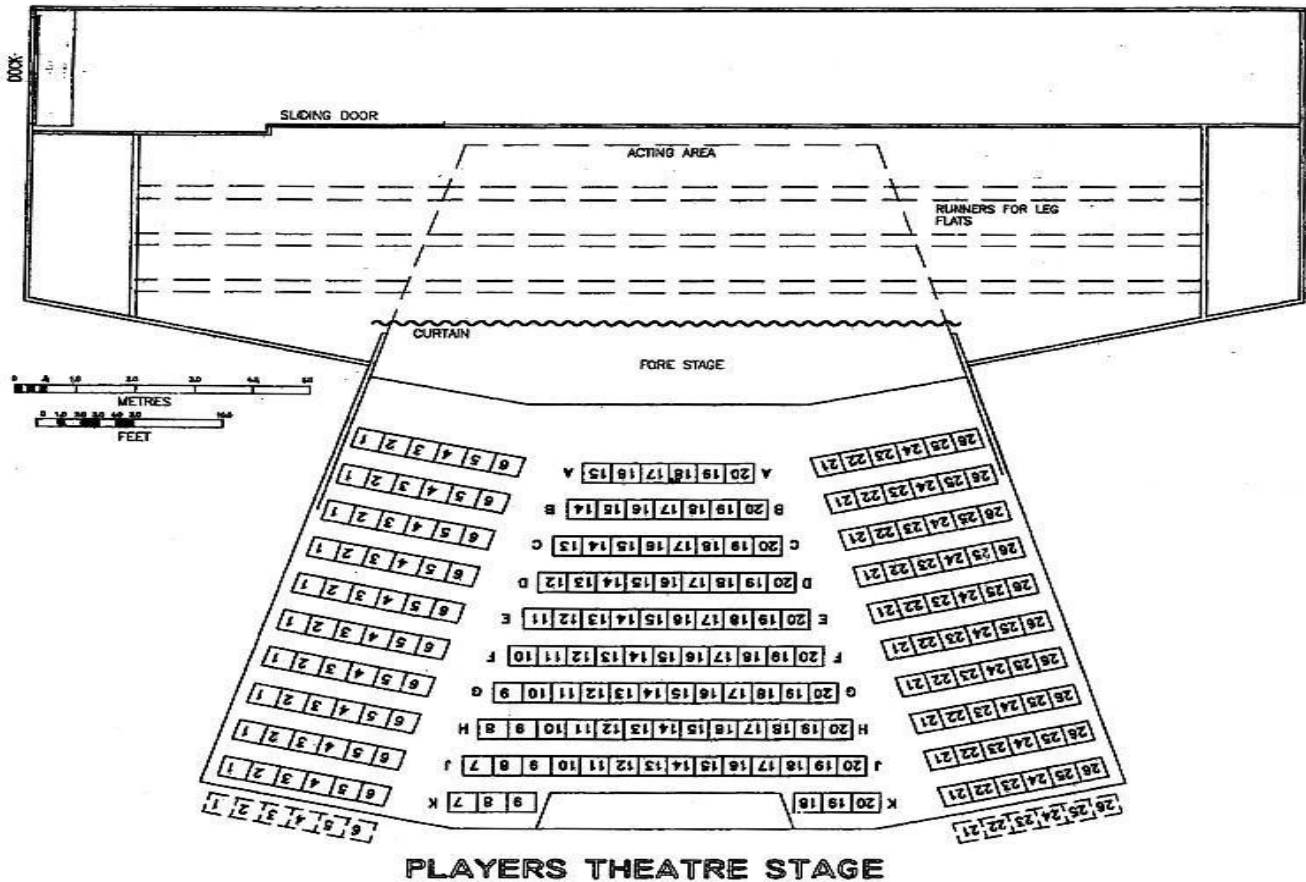
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Checklist

ITEM:	REQUIRED:	DATE DUE:	*SUBMITTED:
EXPRESSION OF INTEREST	YES	Friday 07.03.25	Y / N
PLAYETTE SUBMISSIONS	YES	Monday 31.03.25	Y / N
REGISTRATION FEE \$50.00	YES	Friday 11.04.25	Y / N
ENTRY FORM #1	YES	Friday 11.04.25	Y / N
- CONTACT DETAILS	YES	Friday 11.04.25	Y / N
- CAST DETAILS	YES	Friday 11.04.25	Y / N
- PLAY DETAILS	YES	Friday 11.04.25	Y / N
ENTRY FORM #2	YES	Friday 11.04.25	Y / N
- PLAY SYNOPSIS	YES	Friday 11.04.25	Y / N
- PROPS REQUIREMENTS	Y / N	Friday 11.04.25	Y / N
ENTRY FORM #3	YES	Friday 11.04.25	Y / N
- TECH DETAILS	Y / N	Friday 11.04.25	Y / N
GROUP HISTORY (FOR PROGRAM)	YES	Friday 11.04.25	Y / N
BACKSTAGE REQUIREMENTS	Y / N	Friday 11.04.25	Y / N
ROYALTIES RECEIPT	Y / N	Friday 11.04.25	Y / N
REPLICA WEAPON DETAILS	Y / N	Friday 02.05.25	Y / N
SCRIPTS (CLEAN) x2*	YES	Friday 02.05.25	Y / N

- **ONE DIGITAL COPY OF ALL SCRIPTS AND ANY EDITS**

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STAGE DIMENSIONS:
9.5m wide

8m deep (including front apron)
Each wing is 4m from stage to the walls