



The Old Courthouse Cultural Centre
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ZONE FESTIVAL ADJUDICATOR'S AGREEMENT

This Agreement is made between:

British Columbia Drama Association / Theatre BC
 (The “**Company**”)
 7 Seymour Street West
 Kamloops, BC V2C 1E4
 On behalf of the _____ Zone.

-and-

 (The “**Adjudicator**”)

BACKGROUND:

Theatre BC divides the province into 10 geographical Zones, each incorporating the community theatre groups within the region. Each group appoints a representative, who attends Zone meetings and helps elect a Zone Executive. The elected Chair of each Zone represents the region at provincial Theatre BC meetings and liaises with Theatre BC to coordinate festivals, workshops and instructor tours. Each Zone holds an annual adjudicated theatre festival (the “EVENT”) in the spring, with the winning production going on to the Provincial MAINSTAGE Festival in July. The Company will organize and run the EVENT, and the Adjudicator has agreed to adjudicate up to **(to be determined)** competitive productions, based on the terms of this AGREEMENT.

AGREEMENT:

Definitions and interpretation:

In this Agreement:

- “AGREEMENT” means this agreement, including any schedules or addendums;
- “EFFECTIVE DATE” means the date of execution of this Agreement;
- “EVENT” means the Annual Zone Theatre Festival known as “ZONE FESTIVAL” organized by the Company;
- “TERM” means the term of this Agreement; and
- “FORCE MAJEURE” means an event, or a series of related events, that is outside the reasonable control of the party affected (*including power failures, industrial disputes, changes to the law, disasters, explosions, fires, floods, riots, terrorist attacks and wars*).

Term:

This Agreement will come into force on the EFFECTIVE DATE and will continue until the end of the EVENT (_____, 20____), upon which it will terminate automatically, unless terminated in accordance with this Agreement.

Location:

The EVENT will take place in _____ (city) from _____, 20____ to _____, 20____ (*inclusive*) and all productions will be held at the following venue: _____, located at _____.





The Adjudicator agrees to the following:

1. Above all, ensure an Educational experience for all participants through public and private adjudications;
2. Become familiarized with the provided published scripts of the EVENT's productions in advance of the Festival;
3. Provide a concise public adjudication following each evening's performance(s) of approximately 15 to 20 minutes. Remarks should focus on:
 - a. Brief background of the play / playwright;
 - b. An outline of what worked in the production, what did not, and why;
 - c. The choice of the play especially in terms of the challenges presented by the script and overall how they were met;
4. Provide a "Coffee" Critique for festival registrants on the morning following the previous evening's performance. The Critique should specifically explore the achievements and shortfalls of each production in a constructive, instructional approach, incorporating dialogue with the participants. The Adjudicator may use the actors to re-work problem scenes, and/or demonstrate the variety of ways a scene could be staged. The critique should last for approximately 2 hours. Questions and suggestions should be encouraged of the registrants in attendance;
5. Complete and submit in confidence an "Adjudicator Production Review Sheet", which is an evaluation of the presentation of each entered play, along with all published copies of all entered plays to the Company upon completion of each Zone Festival. These materials must be returned before payment of "Best Production Workshop" fees can be made.
6. Select a "Best Production" of the Zone Festival to participate in Theatre BC's Annual Provincial Theatre Festival "MAINSTAGE".
7. The Adjudicator will also select awards for Runner up Production, Best Actor, Actress, Supporting Actor and Actress, Best Visual Presentation, Best Director and any other honours in keeping with Zone traditions as identified by the Zone. All individual awards are given at the Adjudicator's discretion.
8. Any additional workshop(s) requested of the Adjudicator over the course of the Zone Festival must be negotiated between the Zone Festival Chair and the Adjudicator in advance of the Zone Festival with the understanding that the current "Regional Workshop" instructor fee of \$50.00 / instructional hour will be paid directly by the Zone Festival. A separate workshop agreement must be arranged with the adjudicator by the Zone Festival Chair and / or Zone Chair prior to the Zone Festival. A copy of this agreement must be sent to the Theatre BC Office.
9. The Adjudicator, at the option of the Zone Festival-winning Member Club, will give a "Best Production Workshop" following the Zone Festival. Time, location and any additional travel arrangements of the Adjudicator to the home community of the winning Member Club, if applicable, will be made between the Zone Festival Committee, the Member Club and Theatre BC. Whenever possible, due to Zone Festival Adjudicator scheduling, a timetable may be proposed by Theatre BC and promoted in advance to Zones. Every effort will be made to ensure that the "Best Production Workshop" takes place immediately following the Zone Festival to facilitate travel and minimize costs. Accommodation for the Adjudicator, if required, to conduct the "Best Production Workshop" in the home community will be the responsibility of the Zone Festival. Billeting, in this instance, will be permitted subject to the approval of the Adjudicator.
10. Provide a 350 – 500 word written critique for any Member Club who requests one, based on a production's review sheet and Coffee Critique discussions. Member Clubs pay \$25.00 for the written critique, which is paid directly to the adjudicator in full. All requests for written reviews will be made before the festival starts.





The Zone of Theatre BC Agrees to the following:

1. Provide payment in the form of an Adjudication Fee as outlined below in Payment Details.
2. Provide a Per Diem for meals as outlined below in Payment Details (*if applicable*).
3. Provide accommodation for _____ nights in the designated EVENT Hotel;
4. Provide return travel costs from _____ to _____ as outlined below in payment details;
5. Provide copies of published scripts for all the EVENT's productions, including a Letter of Permission from the Publisher or Playwright verifying the Member Club's approval to perform in the Zone Festival the Zone Festival will prepare a running order of entries, including title, playwright, length, type (I.e: comedy/drama) and forward this list to Theatre BC.
6. Provide a Performance / Coffee Critique Schedule upon confirmation from all participating Member Clubs;
7. Provide a Regional Workshop Instructor fee (*as outlined below in Payment Details*), through the EVENT, if the Adjudicator is requested and agrees to provide a workshop and/or participate on a panel as part of a public and/or registrant only EVENT workshop or forum. The subject matter, time(s), and location of the workshop will be negotiated between The Zone Festival Chair and the Adjudicator

Payment Details:

1. **Adjudication Fee:** Payment in the sum of **\$ 150.00 (CAD) per performance session** (*to include up to two hours for each Coffee Critique per session*) upon conclusion of the Zone Festival. Total projected fees are \$ _____ (*plus \$ _____ GST, if applicable and with the Adjudicator's addition of his/her GST Registration number to this Agreement, below*). The Festival Awards Ceremony, if held on a separate day or at a separate time of day (*I.e. the evening of a matinee day*), will be considered another performance session.
2. **Per Diem:** Payment in the sum of \$ _____ (*based on \$35.00 per diem in cash on the _____ day of _____, 20____ for a total of _____ days*) to cover meals from the _____ day of _____, 20____ until the _____ day of _____, 20____ inclusive. The exact amount of the per diem will be negotiated between the Zone and the Adjudicator with the understanding that "local" adjudicators will require less assistance than "visiting" adjudicators. This payment may include an allowance for in-town travel, as agreed in advance, OR daily round-trips in lieu of accommodation;
3. **Travel Costs:** Payment in the sum of \$ _____ for return travel costs door-to-door, from _____ to _____. Total kilometres _____ x **\$0.42** = \$ _____. Travel arrangements will be made in consideration of Zone Festival performance and "Best Production" Workshop schedules and completed in consultation between the Zone Festival Chair and Adjudicator
4. **Workshop Rate:** (*if applicable*) The EVENT will pay the Adjudicator **\$200.00** (+ **\$24.00** GST, if applicable) for the "Best Production Workshop" session(s), based on a 4-hour session.
5. **Payment:** All payments (*with the exception of the Per Diem*) will be made to the Adjudicator upon the return to Theatre BC / Zone Festival of all:
 - a. Production Sheets for the Zone Festival's entries;
 - b. Scripts for entered plays, supplied by the Zone and / or Theatre BC; and
 - c. Miscellaneous receipts (Ferry Crossing, etc.)

Neither the Company, nor the Zone, will pay any additional personal expenses incurred by the Adjudicator.





Termination of Agreement:

- Either party may terminate this agreement for any reason upon giving 30 days written notice.
- Non-compliance with the terms of this contract without special arrangements with the **Company** and the **EVENT Chair** in advance will render this contract null and void.
- If through "Force Majeure" where one or both parties are unable to perform their obligations under the terms of this Agreement; then it shall be considered cancelled and no penalties will be attached to either party.

EFFECTIVE DATE:

IN WITNESS THEREOF, the parties hereto have executed or approved this AGREEMENT on this ____ day of _____, 20_____.

Adjudicator

(Please Print Name) (GST Reg # _____)

Regional Zone Chair

Theatre BC Executive Director

