



The Old Courthouse Cultural Centre
7 Seymour Street West Kamloops, BC V2C 1E4
Tel: (778) 471-5620 ♦ Toll: 1-888-202-2913 ♦ Fax: (778) 471-5639
Web: www.theatrebc.org Email: info@theatrebc.org

ADJUDICATOR'S GUIDELINES

THEATRE BC ZONE FESTIVAL

GENERAL INFORMATION

Theatre BC will confirm Adjudicators for the Zone Festival dates provided in advance by each Zone.

Assignments will be made and monitored by the Executive Director, the Registrar, and the Zone Festival Chair. As a policy, adjudicators may not adjudicate the same Zone Festival(s) as in a previous year; however, an adjudicator may adjudicate more than one Zone Festival per year.

The Zone will be responsible for Adjudicator fees, travel costs, accommodation, and the per diem at the time of its Zone Festival.

Each Adjudicator will be required to sign a contract to which these Guidelines will be appended.

The Adjudicators will meet with the Zone Festival Chair, prior to Zone Festivals, for an orientation discussion and to establish a common ground for evaluation. Time and place will be designated by the Zone Festival Chair.

Adjudicators are expected to familiarize themselves with the plays entered in their designated Zone Festivals BEFORE arriving at the festival. The Zone Festival Chair will ensure that the Adjudicator has received a copy of the published script and copies of publishers' permission letters, as submitted by the participating Member Clubs, well in advance of the Zone Festival.

Completion of a CONFIDENTIAL "Production Sheet" by the Adjudicator is required for each play in a Zone Festival. These are to be forwarded to the Theatre BC Office upon the completion of each Zone Festival, including 2 copies of the published scripts (*for inclusion to the Theatre BC Script Library*) and publishers' permission letters.

The Adjudicator will also provide a "Coffee Critique" adjudication session, for more detailed adjudication, with each Zone Festival entry. "Coffee Critiques" are commonly open to all festival participants and run approximately two (2) hours.

The Zone Festival Chair and/or Zone Chair must be in attendance at adjudication sessions to help mediate comments.

The Adjudicator may also be requested to provide a 350- 500 word Written Critique, based on a production's review sheet and Coffee Critique discussions. Member clubs pay \$25.00 for the written critique, which goes to the adjudicator in full. All requests will be made before the festival starts.

The Zone Festival Committee may request that the Adjudicator conduct an additional workshop for festival participants, subject to the consent of the Adjudicator. If agreed, a separate and additional "Regional Workshop" Instructor's Agreement and fee schedule will be required.





Member Clubs whose Zone Festival entry is chosen "Best Production" has the option of a workshop with the Adjudicator following the Zone Festival, usually on the Sunday following the closing night.

Scheduling and arrangements on location is the responsibility of the Zone Festival Committee in consultation with the Member Club. The purpose of the "Best Production Workshop" is to help prepare the Member Club for participation at MAINSTAGE and should include consideration of performing in a larger venue, as well as design and technical modifications. Sessions must cover a minimum of three hours' work up to a maximum of two three-hour rehearsal-type sessions. The Zone Festival will pay a flat fee of \$200.00 for this workshop upon the return of scripts, permission letters and completed Production Sheets to the Theatre BC Office.

ADJUDICATIONS IN GENERAL

The Adjudicator must be sensitive to the needs of community theatre and provide a constructive, educational experience for festival participants, through public and private adjudication sessions, known as "Coffee Critiques".

The Adjudicator should positively reinforce the efforts of all participants, but also set a STANDARD against which the performances and productions can be measured. This is best achieved by identifying the challenges of producing a particular script and comparing the production's achievements, in all respects (artistic and technical), with the demands of the play.

Overall, the Adjudicator's role is to measure how well each theatre company meets or exceeds the challenges of producing the script they have chosen to produce. This includes all aspects of production as well as interpretation and fulfilment of the playwright's intent. Groups are in essence "competing" first with the challenges of their script. No matter how different the material is from night to night, each production should be reviewed in this way. By going through this process, theatre groups should become more aware of all elements of production, improve their skills and collectively, their production capabilities. We entrust such a process to 'the trained eye' as opposed to simply opting for a 'popular choice' format.

PUBLIC ADJUDICATIONS

This Adjudication is approximately 10-15 minutes long and is intended for the public immediately following the performance. Public adjudications should include some information about the playwright, the challenges involved in producing the play and some general comments with regards to the successful aspects of the production. Any criticisms should be brief and gently dealt with in this public forum.

PRIVATE ADJUDICATIONS/COFFEE CRITIQUES

All artistic and technical aspects of the production should be covered.

This may be done by: using a lecture method; a question and answer exchange; demonstrations using the actors; comments and personal examples; or a combination of any or all of the above.

Time should be allowed for questions from the cast, crew, and festival pass holders.

NOTE: It is not acceptable for the adjudicator to denigrate the choice of the play, in terms of taste, or to express a personal bias against the play or playwright.





The Zone and/or Zone Festival Chair or Designate must be in attendance at adjudication sessions to serve as a moderator or arbiter if required.

AWARDS PRESENTATIONS

Ultimately, those productions and/or individuals who best meet the demands of their role are recognized at the concluding awards ceremony.

The Adjudicator will determine merited awards (if any), in keeping with the Zone's traditions. However one production must be chosen as the "Best Production" to represent the Zone at the provincial MAINSTAGE Festival as an adjudicated "Mainstage" production.

The Adjudicator will present awards or trophies, and/or Certificates of Merit upon the conclusion of the festival at a ceremony in keeping with Zone traditions. The Adjudicator is advised to request a list of Zone festival award categories prior to the festival week and to confer with the Festival Chair upon arrival.

Adjudicators are encouraged to include honorable mentions for some or all of the awards and to indicate briefly why the winner was ultimately chosen.

Any questions regarding these guidelines should be directed to:

Theatre BC Executive Director

Tel: (778) 471-5620 ext 102

Toll Free: (888) 202-2913

Email: info@theatrebc.org

