



## Announcing Our 13<sup>th</sup> Annual Festival

### SUBMISSION APPLICATION FOR THE 2022 NORTHPORT ONE-ACT PLAY FESTIVAL **“HALLOWEEN EDITION”** OCTOBER 21-23, 2022

**NOTE: THE SUBMISSION DEADLINE FOR THE OCTOBER 2022 FESTIVAL IS JUNE 15, 2022.  
YOUR SUBMISSION MUST BE POSTMARKED BY THAT DATE FOR CONSIDERATION.**

[Please print carefully]

Title of Play: \_\_\_\_\_

Name of Playwright: \_\_\_\_\_

Category (Check One): Drama \_\_\_\_ Comedy \_\_\_\_

Running Time \_\_\_\_\_ minutes (Recommended – 10-15 minutes, no more than 20 minutes accepted.)

Number of Actors: Male \_\_\_\_ + Female \_\_\_\_ = Total Cast \_\_\_\_\_

(Recommended – **No more than 5 characters**)

Number of scenes: \_\_\_\_\_ (Note: Plays with one scene are preferred for staging purposes.)

Number of pages in script: \_\_\_\_\_

Please provide a brief synopsis of your play below (Please do not attach a separate sheet):

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Contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

By signing below, I certify that I have read and understand this application and the Guidelines, and that the information that I have provided is true to the best of my knowledge.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**SUBMISSION:** The Northport One-Act Play Festival is a wonderful opportunity to showcase one-act plays and offer the theater community an opportunity to produce a performance of those plays.

**There is NO FEE to submit an application and play for consideration to be in the Festival.** You may submit **up to 2 plays** for the Festival. A separate application must accompany each play submitted.

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**JUDGING/PARTICIPATION:** Plays submitted for the Festival will be reviewed by our panel of judges. The plays may also be read during a meeting at the Northport Reader’s Theater, before or after the Festival. Playwrights whose plays are presented at a Reader’s Theater meeting will be invited to attend. Playwrights will be notified on or about July 31, 2022 if their play is chosen for the Festival. At that time, each playwright must submit **A PARTICIPATION FEE of \$75.00 per accepted script**, which will help defray some of the expenses – e.g. space rental, printing, and publicity - with the **Release Agreement** by **August 10, 2022**. *Playwrights will receive one complimentary ticket to each Performance of their play plus a DVD.*

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Since this is our 13<sup>th</sup> Festival and just before Halloween, we are aiming to present a themed **“HALLOWEEN EDITION” of the Festival**. We are looking for comedies and dramas with suspense, superstition, murder and mayhem, so please consider this when submitting scripts.

**Title of Play:** \_\_\_\_\_

**Important:** The Northport One-Act Play Festival is held in a church. Please consider the language and situations used in your script. If you feel that your play is not appropriate for younger audiences, please let us know so that we are aware of this. If there are other things that we need to consider when scheduling your show, please detail them here:

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Please provide us with a Tag Line synopsis (2 sentences maximum) that can be used to promote your play if it is chosen for the Festival.

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If your play is presented in the Northport One-Act play Festival will it be?

World Premiere  New York Premiere  East Coast Premiere  U.S. Premiere

Is this a published work?  Yes  No If Yes:

I own the rights or have secured them from a publisher or licensing company.

I will obtain the necessary rights from the publisher or licensing company and submit proof of such on or before July 31, 2022. No royalties are paid for submissions.

Plays chosen for the Festival are presented as part of two separate programs of performances.

**Program 1 performances** are Fri, Oct 21<sup>st</sup> (evening) and Sat, Oct 22<sup>nd</sup> (matinee).

Tech Rehearsal Wed, Oct 19<sup>th</sup>, Dress Rehearsal Thurs, Oct 20<sup>th</sup>.

**Program 2 performances** are Sat, Oct 22<sup>nd</sup> (evening) and Sun, Oct 23<sup>rd</sup> (matinee).

Tech Rehearsal Mon, Oct 17<sup>th</sup>, Dress Rehearsal Tues, Oct 18<sup>th</sup>.

**All plays will select a time slot to rehearse on the stage Sat, Oct 8<sup>th</sup>.**

**All rehearsals above are mandatory.**

Would you have a conflict with your play being presented as part of either program?

Yes (**please indicate here which program/date would be a conflict:** \_\_\_\_\_)

No, there are no issues presenting my date in either of the programs/dates indicated.

**Please Mail Your Application and Play to:**

**Northport Plays, Inc**

10 Bonnie Dr

Northport, NY 11768-1449

Attn: 2022 Northport One-Act Play Festival

**A digital copy of the play must be emailed to [NorthportPlays@gmail.com](mailto:NorthportPlays@gmail.com) or a CD mailed with your application.**

Please keep a copy of your application for your reference.

**NOTE: Please make sure the Name of your play is on the top of each page of this Application.**

**Title of Play:** \_\_\_\_\_

**Will you assign a director yourself?** \_\_\_ Yes \_\_\_ No  
**If yes, please share their name, phone and email:**

\_\_\_\_\_

**Would you consider directing another play whether or not yours is selected?** \_\_\_ Yes \_\_\_ No

**Would you be willing to volunteer to help with the Festival in some other capacity?**  
\_\_\_ PR \_\_\_ House \_\_\_ Lights \_\_\_ Sound \_\_\_ Spotlight \_\_\_ Backstage \_\_\_ Other

**RESEARCH:**

The following questions are for our own marketing research, and in no way affects your application.

How did you hear about the Northport One-Act Play Festival? \_\_\_\_\_

\_\_\_\_\_

Have you participated in the Northport One-Act Play Festival before? \_\_\_ Yes \_\_\_ No

If Yes, please fill out the following information for your most recent participation:

- Name of Play: \_\_\_\_\_ Year: \_\_\_\_\_
- Position with Play (Actor, Director, Playwright, etc.): \_\_\_\_\_

\_\_\_ Do you have friends who participated in the Northport One-Act Play Festival? \_\_\_\_\_

\_\_\_ Did you hear about it in a newspaper, email, Facebook, other? \_\_\_\_\_

\_\_\_ Have you attended the Festival in prior years?

\_\_\_ 2010 \_\_\_ 2011 \_\_\_ 2012 \_\_\_ 2013 \_\_\_ 2014 \_\_\_ 2015 \_\_\_ 2016 \_\_\_ 2017 \_\_\_ 2018 \_\_\_ 2019 \_\_\_ 2020 \_\_\_ 2021

\_\_\_ Have you volunteered for the Festival in prior years?

\_\_\_ 2010 \_\_\_ 2011 \_\_\_ 2012 \_\_\_ 2013 \_\_\_ 2014 \_\_\_ 2015 \_\_\_ 2016 \_\_\_ 2017 \_\_\_ 2018 \_\_\_ 2019 \_\_\_ 2020 \_\_\_ 2021

\_\_\_ Did you find out about the Festival some other way? (If so please describe):

\_\_\_\_\_

**DO NOT RETURN BALANCE OF SUBMISSION FORM –  
RETAIN FOR YOUR REFERENCE**

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**Please be sure to follow the script formatting below.**

## **IMPORTANT REQUIREMENTS FOR SUBMITTING YOUR SCRIPT (Please be sure to include):**

- 1) Please make sure your script **pages are numbered**;
- 2) **On the cover of your script**, please include a.) **Name of Your Play**, b.) **Your Name**, c.) **Your Contact information [Address, Telephone Number & Email]**;
- 3) Include the **character breakdown** on the **second page** of your script;
- 4) Include the **Setting** that your play occurs (i.e., an apartment in NYC.) and the **Time** (i.e. the Present.). This information will be used in the program.
- 5) **Note: Ease of production is also considered as part of a play's possible selection for the Festival. We recommend one simple set and no complicated props, sound or lighting requirements. You will be permitted to have opening and closing music;**
- 6) Also submit a **digital copy** of your script, either on a CD included with the script, or by email to **NorthportPlays@gmail.com**.
- 7) Please include a Self Addressed Stamped Postcard if you would like notification that we have received your script.

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**The 2022 Northport One-Act Play Festival** will be held at **St Paul's United Methodist Church, 270 Main St, Northport, NY 11768**.

**We request that you be available to attend your play's performances if possible. An Open Discussion with the playwrights, directors, and cast may follow each performance if time allows.**

### **PRODUCING YOUR PLAY:**

1. **REMEMBER:** If you do not produce your own play, a group from the local theater community will be doing so. That group must find space to conduct their own rehearsals. The Northport One-Act Play Festival will provide for **One (1) cue-to-cue technical rehearsal**, which will last no longer than 20 minutes in the theater during the week preceding the Festival. There will also be **One (1) dress rehearsal** on the stage. All rehearsals are scheduled in the order that plays will be presented in the Festival. **Each program consists of up to 7 plays. A mandatory preview on Oct 8<sup>th</sup>** will be scheduled and must be attended by Director and actors. Half-hour time slots will be offered between 1:00 and 7:00pm.
2. **LIGHTING AND SOUND:** There will be a basic lighting plot that all plays in the Festival use. Any additional equipment (i.e., microphone, musical instruments, etc.) must be provided by the Directors of the play. **Any music/sound effects must be on CD or sent as an MP3 file and supplied by preview day, Oct 8<sup>th</sup> along with stage manager, sound and lighting cue scripts (3 separate notated scripts).**
3. **SETS:** We will assist in any way possible to provide basic sets but keep the scenery and props to a minimum. Any plans to use a large set piece to support the production must be mentioned to the producers of the play before **Oct 8<sup>th</sup>**. Your cast will be asked to help clear your set after each performance.
4. **RUNNING TIME:** It is very important that you give us the running time of your play so we can accurately put together the running time of each Program. The maximum running time for a play in the Festival is **20 minutes. Any play going longer in rehearsal will require some editing.** The minimum running time is **7 minutes**.
5. **REHEARSALS:** Directors and cast must be available to present their play to Festival producers **Oct 8<sup>th</sup>** (time to be determined) so that the producers are aware of its current running time and readiness for the Festival. **Note:** Producers may request the directors to have playwrights make edits to reduce the running time of the play at this point if it is determined that it will run past **20 minutes**. Directors and cast **must** attend tech and dress rehearsals on the dates assigned during the week preceding the Festival.
6. **ACTORS:** If asked, management can assist in casting by providing contact information to appropriate actors and publicizing your auditions. You must send descriptions of open roles e.g. age, sex, etc.
7. **PERFORMANCES:** All plays will be assigned to either Program 1 or Program 2. Program 1 will be performed the evening of Friday, Oct 21<sup>st</sup> and the matinee of Saturday, Oct 22<sup>nd</sup>. Program 2 will be performed on the evening of Saturday, Oct 22<sup>nd</sup> and the matinee of Sunday, Oct 23<sup>rd</sup>.
8. **No Royalties** or other monetary compensations are given for these performances.

## IMPORTANT INFORMATION

**COVID-19 GUIDELINES:** All in-person meetings, rehearsals and performances will follow all COVID-19 guidelines at that time, as recommended by the CDC, state and local governments and the venue. We will provide all participants that guidance prior to any scheduled in-person gatherings at the venue. Should the situation become impossible to present on stage, we will revert to an online production.

**TECHNICAL / PRODUCTION:** You will need to keep the technical requirements for your show very simple. There will be a general light plot, with specials that everyone involved in the Festival will use. Sound is basic. Directors should submit their sound and music on a CD or MP3 file before **Oct 8<sup>th</sup>**. Directors will have a chance to discuss tech with the staff at this **Preview Day**. Storage space is limited so you should keep your props and set to a minimum. Each play will have one cue to cue technical rehearsal for 20 minutes in the theater during the week prior to the Festival and one dress rehearsal.

**PUBLICITY:** Northport Plays, Inc will publicize the Northport One-Act Play Festival and coordinate overall press relations, including interviews and media attendance at performances. The director will be asked to submit publicity photos & PR materials so that we can send complete press packages to print, broadcast and social media. A copy of the flyer/poster will be emailed to all parties. You are responsible for publicizing your own show through your own press releases, Facebook, and other means. The more you promote your show, the larger your potential audience. Northport One-Act Play Festival will produce a playbill for both Programs.

**EXCLUSIVITY:** Whether or not your play is accepted in the Northport One-Act Play Festival, Northport Reader's Theater will try to include your script in their monthly readings. You will be invited to attend the reading of your play if it is scheduled. The readings are followed by a discussion of the play. If you are unable to attend, a video will be made of the reading and the link sent to you.

**NETWORKING:** The Northport One-Act Play Festival is a wonderful place for talent to network and be considered for new projects. Just think, at every performance your work will be seen by other playwrights, directors, and actors. In addition, there will be an opportunity for the playwrights and casts to meet the audience following each Program. The Northport One-Act Play Festival is a great place to be seen and be heard. Several Festival plays have gone on to runs in New York City.

**PLEASE NOTE:** The goal of the Northport One-Act Play Festival is to provide a nurturing environment to develop and showcase new plays. We pride ourselves in providing a platform to present diverse, exciting, new works that capture the pulse of innovative theatre. We enjoy the wide range of talent that we have been able to provide and a stage and for artists to present new work. We take several factors into consideration when deciding to accept a play into the Festival. Subject matter, creativity and freshness are important factors. Tell us in your cover letter why you feel you need to be a part of the Northport One-Act Play Festival.

**ACCEPTANCE:** All applicants will receive acceptance status notification (i.e. accepted or declined). Notification of acceptance status will begin to be mailed on or about July 31, 2022. If your play is accepted, you will receive a Release Agreement to participate in the Festival. You will have until August 10, 2022 to sign the Agreement and mail it to us along with your \$75 participation fee. If your play is accepted into the Festival, you will be told in which Program your play will be performed. If you have a conflict with any of the dates, please note it on your submission form. You will receive one complimentary ticket to each performance of your play and a DVD of the performance.

**TICKETS:** The Northport One-Act Play Festival tickets will be available for sale online beginning in September 2022. Information will be available at [www.NorthportPlays.com](http://www.NorthportPlays.com) or 631-223-8053.