



The Players Theatre
Short Play & Musical Festival

115 MacDougal | Street New York, NY 10012 | ShortPlayNYC.com

Email contact: admin@shortplaynyc.com

All important information involving the running of your play, deadlines, tech, and production schedules are contained in this document.

Each production is allowed one main contact person, furthermore referred to as the “company representative”. This should be a stage manager, director, producer, or playwright. They will receive any and all pertinent information and emails. It is then the company rep’s responsibility to relay the information to the rest of the team, as he/she/they deems necessary.

SPF is a non-union festival which means that it may not comply with AEA guidelines. We strongly encourage you not to use AEA performers. In the past, some producers have received a waiver from AEA. Should you decide to work with AEA, understand that you as the producer/playwright are fully responsible for negotiating and complying with any and all requests. The festival cannot be involved.

Room 3D, the Steve and Marie Sgouros Theatre, will be utilized as the SPF performance venue. Rehearsal space (room 3C) in the theatre will be utilized as the dressing/holding room for ALL plays that week. Be prepared to share the space with four other shows.

Small set pieces may be stored from your production’s tech until your show’s closing on Saturday at the discretion of your Technical Director. Please keep this in mind when deciding upon your set and props. In-house set pieces are available for use (list provided at the end of this handbook) of which we urge you to take advantage. The Players Theatre and SPF will not be held responsible for anything that is misplaced or damaged. You must limit props stored at the theatre to the size of a file box.

You must set your set. More information regarding this is provided in the tech section; you will be allowed to work the changeover during your tech rehearsal.

The Players Theatre allows production teams participating in SPF to use their rehearsal facilities at a discounted rate of 20% off. Please email theplayerstheatre@yahoo.com to reserve space – you must mention **SPF** at the time of reservation to receive a discount. In addition, they offer affordable daytime discount rates (you cannot combine this with the 20% off discount).

Technical rehearsals are mandatory for your entire production team. Time slots will be assigned at a later date and are on the Sunday evening prior to your first performance.

Please note that The Players Theatre does **NOT** produce this festival – SPF rents the space. The Players Theatre will not be able to answer any of your questions about the festival so please do not email or call them.

ALL EMAILS SHOULD BE SENT TO: admin@shortplaynyc.com. In the subject line please put the [name of your show](#). If it is a tech question, **PLEASE INCLUDE THIS EMAIL:** spfnyctech@gmail.com We will forward your email to the appropriate team member. Please review this handbook and consult with **SPF** staff in order to make your production as



successful as possible!

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Tech and Deadlines

In order to take full advantage of our festival, we ask you to strictly follow these technical requirements:

You are allowed [number of pages] cues. For example, if your play is ten pages, you can have ten cues – **including** lights up and lights down. **NO EXCEPTIONS.**

One week prior to your tech, you must submit:

1. Your show's runtime and prompt book. No show may run longer than 15 minutes.
2. List of festival's furniture/set and prop pieces needed and what you're bringing.
3. All lighting and sound cues. Send, **in order**, to spfnyctech@gmail.com AND admin@shortplaynyc.com. Share them with us via **Google Drive** – we will share the virtual tech form with you at a later date for the Google Drive upload.
4. Projections are not allowed.

***If all items are not submitted by the above deadline, your show will have no cues other than lights up and lights down, NO EXCEPTIONS.**

***No tech changes can be made to a show after tech rehearsal. NO EXCEPTIONS.**

Please write all cues in the right-hand margin of your prompt book, in pencil, next to the line you would like the cue to occur. For your digital copy, we recommend you print your script, write in the cues, and then scan and email. Do not number or letter them. Do not request specific color gels or gobos, as we are working with a rep light plot in order to accommodate all participants.



Tips from your TD to make your tech successful:

- The best way to have your tech run smoothly is to have a clear idea of what you want – within the limitations of the space, and to turn in your sound cues on time
- Please turn in your sound cues in the proper format! I'll only be able to use them if they are given to me as an mp3. - i.e. If you, or your designer, makes the sound cues in Audacity, they need to export and send them as an mp3 file, not an .aud or .wav
- Please keep in mind that the Players Theatre is our host and **does not run the festival.** They do not have information on the festival. **Please do not call them.**
- You are allowed to leave set pieces and props in 3D at your own discretion. You can either leave things after your tech, or after your first show. **EVERYTHING** must be taken with you after your final show on Sunday. Anything left behind will be thrown out that



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- Please keep in mind that your set needs to be brought on stage, by only your actors, directors, playwrights. You will be responsible for bringing your props on and off stage.
- Any and all effects or materials you plan to use must be seen by the staff during your tech. We discourage using any messy food or drink materials and absolutely nothing can be remaining on the floor after your show (i.e. water, blood, crumbs etc.).



Important Dates & Information

Performance/Tech Dates:

Your production will be given a slot within one of the allotted weeks. Please make sure you and your entire production team are available for all four performances AND tech. Your tech time slot will be between 5 and 10p and assigned time will be sent to you once the final order is confirmed. Tech time is STRICTLY limited to 45 minutes per show and all actors are required to attend.

TICKETING:

Tickets for the festival are \$30 but friends and family can use a code you will receive to purchase for \$20 *You will receive an email when ticketing is live with a direct link to purchase.*

Rules to Remember:

- 1) Playwrights may take on no more than one additional role in any production
- 2) There are **no comps**
- 3) You must take all costumes with you each night – Nothing can be left in holding
- 4) Lights cannot be refocused and gels cannot be changed
- 5) When emailing us ALWAYS put the name of your show in the subject line

Contact info:

All questions should be addressed to: admin@shortplaynyc.com

CONTACT INFO: you will receive a form to enter the names and email addresses of members of your team including the actors. Please fill this out promptly so that we can send them information on the show as well as promote your show in the festival.



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AVAILABLE FURNITURE



Love Seat



Folding Table



4 Gray Chairs



Black Folding Chairs



Black Stools



2 Black Acting Cubes



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2 Black Cabaret Table



2 Black Bench



Coat Rack



Folding Screen



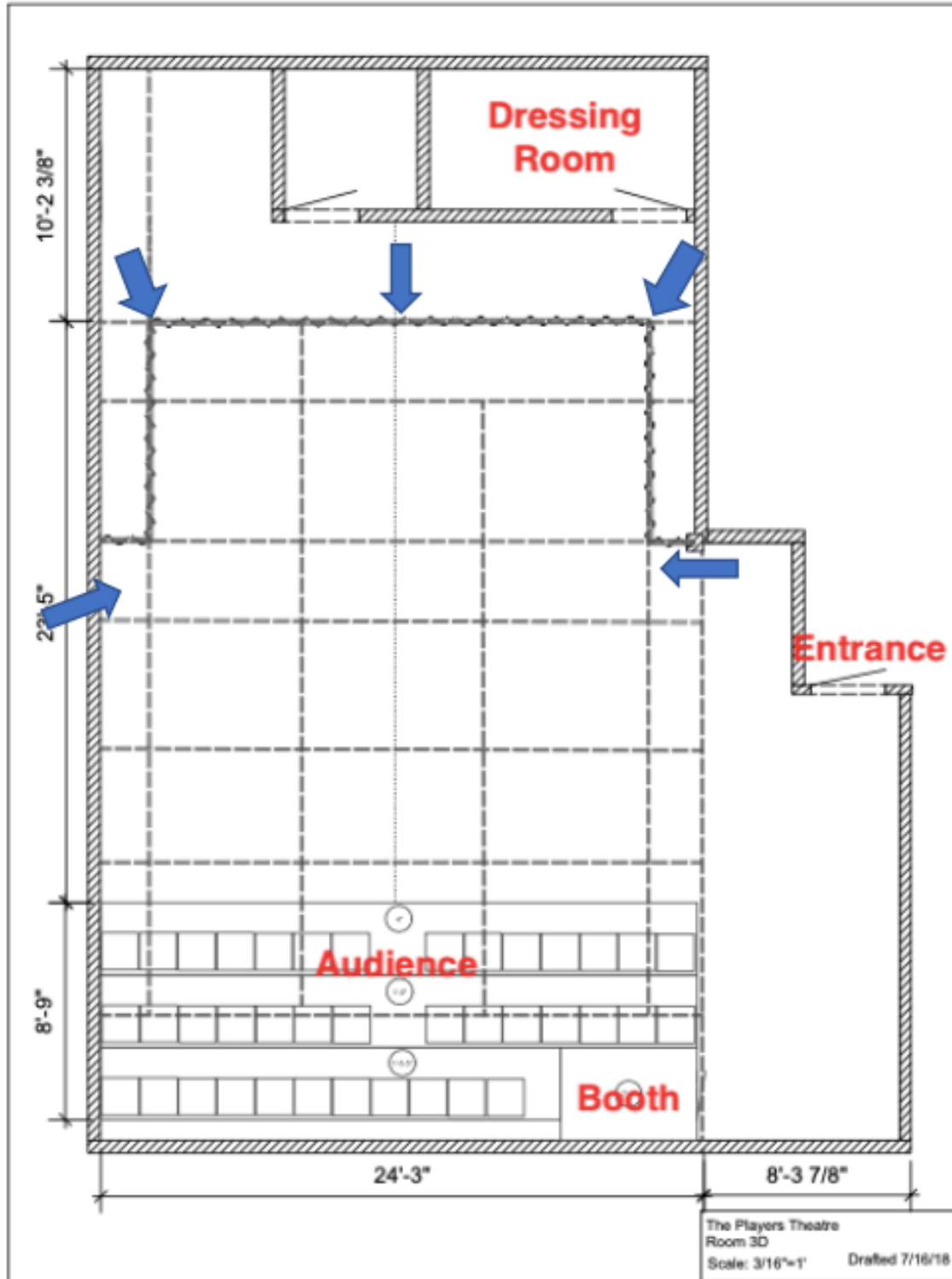
Coffee Table



Folding Bed



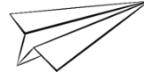
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Note – the blue arrows represent the curtain breaks for entrances/exits.



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Marketing Information for SPF

Our festival is funded solely on ticket sales, so we depend on that revenue to keep it going.

Please help us promote your festival in the following ways:

- 1) Once ticketing goes live we will email you with direct links.
 - a. Please send an email to friends and family with the link and code
 - b. Please post on social media
- 2) Social Media
 - a. Be Bold Productions has a Facebook Page: **Be Bold Productions** and Instagram: **@beboldtheatre**
 - i. Please like and share the page and all SPF posts
 - ii. Feel free to friend Brenda Bell so that she can tag you in posts:
<https://www.facebook.com/brenda.bell.7370>
 - b. Please post interesting content and images about your play, the actors and director and the rehearsals.
- 3) Cast and Team
 - a. Please ask your cast and team to share information with their family and friends and on social media
- 4) Interview
 - a. We may be posting interviews and news on the official festival website:
www.shortplaynyc.com
 - b. Please share this news on social media and your websites
- 5) Please send us any information, photos, images or news that can help us promote your show via social media and online. Send all info to: admin@shortplaynyc.com and put Press/Your Shows Name in the subject line

Please remember that the purpose of the festival is to highlight your terrific writing talent! Let the words speak for themselves – you do not need fancy sets or production values. A good cast and director can bring your piece to life with minimal setting.