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APPLICATION FOR THE FESTIVAL

1. What are the application procedures?

Normally, application starts in early September every year. A circular memorandum can be downloaded from the EDB's official website (<http://www.edb.gov.hk/dramafestival>). The application form is attached to this circular, and can be also downloaded from this website (News).

Schools interested in joining the Festival are requested to complete and return the application form by post to the following address on or before the submission deadline:

Room 819, 8/F., Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong.
Hong Kong Art School

Late applications will not be accepted (based on the post chop date). It is also advised that the application should be sent several days, even a week before the deadline, to take into account the possibility of any postal delay.

2. Can special schools apply for the Festival?

Any day secondary or primary school in Hong Kong can apply for the Festival. Special schools are also welcome for application.

3. Can a school join with another school to present one play in the Festival?

Two or more schools may jointly present a play. In such case, the schools will be regarded as one unit for awards and cash grant

4. Can a school apply for more than one language category?

Each school may apply for more than one language category.

A maximum of 555 drama teams can participate in the Festival 2018/19. If the number of school applicants is below 555, each school will have at least one entry in either English, Cantonese or Putonghua category in the first round of allocation, according to the priority stated by the school. The remaining quota will be allocated to schools applying for more than one category by computer balloting in the second and third round of allocation.

If the total number of school applicants exceeds the maximum quota, an open computer balloting will be arranged. Each of the 555 participating schools will only have one entry in either English, Cantonese or Putonghua category.

Should a balloting exercise need to take place, it will be held at the venue arranged by Hong Kong Art School. Representatives from school applicants are welcome to attend the session to witness the event. Detailed arrangements will be announced in this website (web page - results).

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5. Why is there a maximum quota for participating teams?

With the sponsorship of Leisure & Cultural Services Department, the public performances will be staged at Town Halls and Civic Centers. Owing to the availability of the public venues, only a maximum of 42 teams can present their works at the Public Performance Phase. Therefore, all participating teams are allocated into 42 groups in the School Performance Phase.

BASIC DRAMA TRAINING COURSE

6. What is the course about?

The course is about introducing skills of scriptwriting, directing, acting, stagecraft, and stage management (details please refer to this website - [news](#)).

CASH GRANT

7. How much is the cash grant from the EDB?

To facilitate the production of a play in the School Performance Phase, primary and secondary schools will receive a cash grant of \$3,100 and \$3,400 respectively for each of the approved entries (English/Cantonese/Putonghua). For those primary and secondary schools which will be invited to perform in the Public Performance Phase, they will be eligible for an additional cash grant of \$4,000 for each play.

8. When shall we receive the grant?

The cash grant of the School Performance Phase and the Public Performance Phase will be released in January and May respectively by the EDB.

9. How shall we receive the grant?

The cash grant will be released directly from the EDB by the following means:

School Category	Means of Transfer
Government School Aided School Direct Subsidy Scheme School	EDB Internal Mechanism
Private School	Payment Cheque

10. What expenditure items should be included?

All expenses related to the drama production for the Festival could be included, for instance, set, cosmetics, props, costume, and equipment.

Whether the expenditure on meals at rehearsal sessions can be covered by the subsidy depends on respective schools' financial policy. The schools may also consider spending the cash grant on hiring out-reaching tutor(s) (Please see [Question 13](#) for description). In such cases, however, the schools are reminded that adequate resources should still be allocated to production items like set, cosmetics, props, costume and equipment.

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11. Do we need to report all the expenses?
Schools do not have to report their expenses to the organiser. However, you are advised to keep proper financial records related to the Festival for internal archive and auditing purpose.
12. Do we need to return the remaining grant?
Aided schools, direct subsidy scheme schools and private schools do not have to return the remaining amount of the cash grant, but it is suggested that the money left could be accumulated for use in the Festival next year, or other drama activities in school.
For government schools, please use the grant for the School Performance Phase 2018/19 within the 2018/19 financial year and that of the Public Performance Phase 2018/19 (held in May annually) within the 2019/00 financial year. Please monitor the spending position and compliance with all government and bureau guidelines and regulations in respect of procurement and accounting records.

OUT-REACHING TUTOR

13. What is an out-reaching tutor?
Out-reaching tutors are professionals in drama who can offer training, advice, or assistance to teachers and students taking part in the Festival.
Please note that the participating schools should contact tutors at their own discretion. The organizer of the Festival is NOT responsible for any transaction or dispute between the schools and tutors.
14. What is the standard fee for employing an out-reaching tutor?
Schools which hire out-reaching tutor(s) are wholly responsible for liaising, hiring and negotiating the rate with individual tutors. No standard rate will be recommended and payment should be made directly to the tutor by the schools. The organiser of the Festival is NOT responsible for any transaction between the schools and tutors.

SCHOOL PERFORMANCE PHASE

I The School Performance

15. How long should a performance be?

The length of the play is as specified:

Primary Schools	15 – 20 minutes
Secondary Schools	20 – 30 minutes

(A play exceeding the specified time limit might not be nominated to enter the Public Performance Phase.)

16. Can I use an existing script for my school play?
Yes. Schools can write their own scripts, use existing scripts or make use of scripts in adapted form (Please also see [question 35](#)). For the latter two cases, schools should clear the copyright of the scripts before they stage the play.

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17. Where the performance should be arranged?

Performances will normally be staged at the assembly hall of schools. However, you may also consider using other venues taking into account venue availability or the style of your play (e.g. an open-air performance space, classrooms, activity rooms, other schools' assembly halls, community halls, town halls or civic centres.)

18. What if the school hall is unavailable for the performance?

Schools may consider the suggestions as stated in [question 17](#). Adjudication will be based on the appropriate use of performance space and it is not a must for a play to be staged at the school hall.

19. What if we cannot arrange for an audience during the performance?

It is highly recommended that schools arrange an audience (students/parents) for the performance for two reasons:

1. It recognises students' achievements by sharing of their work with other members of the school;
2. Drama is a live art form that the presence of the audience greatly enhance the atmosphere and thus the performance of the acting team.

The adjudication decision will not be affected by the presence/absence of the audience, but will be based on the overall performance of the team which may be affected by the presence of the audience as stated in (2) above.

II The Adjudication

20. Will adjudicators arrive at the performance venue earlier?

Adjudicators usually arrive at the performance venue 15 minutes earlier than the stipulated performance time.

It is advised that schools should contact one of the adjudicators to confirm details about the performance time, venue and other related arrangements one week prior to the performance date.

21. What should we prepare for the adjudicators' visit?

Schools must present two copies of the followings documents for the adjudicators' reference at the time of the performance:

1. The script
2. The cast list & production team list
3. Relevant documentation, if any (e.g. house programme)

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22. Do we need to take video records of the performance of our school?
It is recommended that the schools should video record their school performance and post-performance sharing session for the following purposes:
1. For the schools' archive;
 2. For sharing with other students (e.g. Campus TV);
 3. For possible future use of the Festival, as exemplars or demonstration of good work; and
 4. For facilitation of technical support by the Festival Stage Manager if the school takes part in the Public Performance Phase.
23. How will the school receive the comments from adjudicators?
Schools will receive both verbal and written comments from adjudicators. Verbal comments on the production will be shared with the participants during post-performance sharing session. The written comment sheet will be attached along with the school awards at a later stage.
24. What is the difference between the verbal and written comments?
Verbal comments are the immediate feedback from adjudicators, which will be shared interactively with the performing teams in order to guide teachers and students to reflect on their own work and the process of making the production.
The comment sheet can be regarded as a more detailed feedback to the schools, and is more elaborative than the verbal comments, after the adjudicators have got the time to further consolidate their views, and examined the scripts more closely.
25. When will the schools receive the written comments from adjudicators?
The comment sheet will be attached along with the school awards.
26. How long will the post-performance sharing session last?
The post-performance sharing normally lasts for about 30 minutes. The schools should make sure that sufficient time is allowed for this valuable sharing right after the performance.
27. Where should the sharing session be arranged?
The sharing may be arranged at the performance venue, or at any other places deemed appropriate (e.g. a classroom or a meeting room).
28. Who should attend the sharing session?
All participants, including performers, directors, designers and the backstage crew, should join this sharing session.

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III The Awards

29. Adjudication Criteria

Script	Stage Effect
<ul style="list-style-type: none"> Original/ adaptations/ naturalistic/ stylized works are acceptable; can be written by teachers, students in the schools or collaboratively by members of the team. Scripts written by commissioned tutors to the schools are not considered for awards nomination. Originality of the script (apply to original script) Good consideration of the characteristics of drama on adapting script (apply to adaptations script) The theme/ topics are understandable by the acting team. Complete structure and coherent style of the script. Logic and coherence development of the script. Proper roles description, tension and attraction. Terse lines of plays and match up with the story. 	<ul style="list-style-type: none"> Originality of overall idea of stage design. Flexibly and creatively use of existing resources. Aesthetic stage design in different aspects. Stage setting/properties/productions fulfilled the needs of the works. Styling/costumes/production fulfilled the needs of the roles. Lighting and sound effect fulfilled the needs of the works. The different aspects stage effect work as a coherent.
	Cooperation
	<ul style="list-style-type: none"> Good team spirit. Good communication among the whole team. Various departments understand the purpose and needs of the work (e.g. as seen in the after-show discussions) Good stage management (e.g. as seen in fluency of scene changes) Good support from the school (e.g. as seen in arrangement of audience)
Actor	Overall Performance
<ul style="list-style-type: none"> Only individual actors/actresses are considered for awards nomination. The actor/ actress shown their understanding of the script/theme The actor/ actress shown their trust in the role and have a coherent acting. Clear pronunciation and appropriate use of voice. Use of body language and adequately control the rhythm. Adequate emotion expression. Good communication with other actors/ actresses. 	<ul style="list-style-type: none"> Creativity in the work. The theme/ message is well displayed. The acting team forms a good ensemble and achieves considerable skills level. The different aspects in the production achieve considerable standard. The different aspects work as a coherent and organic whole. Works with highest grading not necessary nominated to adjudicators' award.
Director	Adjudicators' Award
<ul style="list-style-type: none"> Directing works by teachers and students in the schools are eligible for awards nomination. Tutors outside the schools are not considered for awards nomination. Unique, creative and adequate interpretation of the script/theme. Aesthetic blocking and clear focus. Coherent, appropriate and unique style of the work. Smooth and good control on rhythm of the work. Appropriate use of stage effect, good control of the atmosphere and good casting. 	<p>The nominee of the "Adjudicators' Award" may have remarkable or unique achievement in one or more than one of the following categories:</p> <ul style="list-style-type: none"> Artistic level Creativity Theme(s) / message sharing Effort of the team Ensemble work among teammates Others

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30. How can I know the results of the school awards?

All results of awards will be announced on this website (web page - [Results](#)) after the School Performance Phase. Schools will be notified of their own results by email in April.

31. What types of prize (certificate / trophy) will be given to the different awards?

Award	Prize
<ul style="list-style-type: none">➤ Award for Outstanding Script➤ Award for Outstanding Director➤ Award for Outstanding Actor➤ Award for Outstanding Stage Effect➤ Award for Outstanding Cooperation	Certificates of Merit
<ul style="list-style-type: none">➤ Award for Commendable Overall Performance➤ Adjudicators' Award	Trophies and Certificates of Merit

32. Who is eligible for awards?

Only students and teachers from participating schools (excluding out-reaching tutors and alumni) are eligible for the "Award for Outstanding Script" and "Award for Outstanding Director". Other awards are only for participating schools and/or their students.

33. How shall we get the certificates and/or trophies?

The Adjudicators' Award will be presented at the Prize Presentation Ceremony.

A notification email will be sent to the teacher-in-charge for announcing the result and collecting method of all awards in April.

To collect the certificates and/or trophies, the school's representative(s) should bring along the letter of results and collect them at the Enrolment Office of Hong Kong Art School Learning Centre (Hong Kong Art School Main Campus). Please note that, if a school has joined more than one language category, separate letters should be presented for collection.

34. Will the prize(s) be mailed to our schools?

To avoid mis-delivery or loss of mail, all certificates and/or trophies have to be collected at the Enrolment Office of Hong Kong Art School Learning Centre (Hong Kong Art School Main Campus). Prize(s) will not be sent to schools by post. The school's representative is also required to sign an acknowledgement of receipt.

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IV Others

35. Are there any scripts or video recordings of works from previous years to serve as the schools' reference?

The scripts of public performances from the Festival 1994/95 onwards have been uploaded to the EDB webpage (<http://www.edb.gov.hk/dramafestival>). These scripts are only for reference purpose. Rights for performance or adaptation are protected by copyright and their permission must be sought from the author.

Video recordings of public performance from the Festival 2013/14 onwards are also available for schools' reference. Schools that would like to borrow the video recording should fill in the form at ([this web page - Forms](#)) and fax it back to 2865-0371. Confirmation will be sent via email.

PUBLIC PERFORMANCE PHASE

36. How many teams will enter the Public Performance Phase?

42 teams will be selected by the panel of adjudicators and enter the Public Performance Phase to perform at the venues sponsored by the Leisure and Cultural Services Department.

37. Will there be any complimentary tickets for schools?

Complimentary tickets of public performances will be available for schools. All participating schools of the Festival are eligible. Details will be announced at this website.

38. Can I take photos or video at the public performance venue?

Photography, audio or video recording by audiences are forbidden at the public performance venues. However, video will be taken by the organiser and a record will be given to the respective schools.

39. Will the video of the works be shared with the public?

All participating schools of the Festival can borrow the video recordings of public performance for reference. For details, please refer to [question 35](#).

DRAMA TRAINING COURSE FOR OUTSTANDING STUDENTS

40. What is the course about?

The course is about basic drama knowledge and skills, with a focus on acting skills. Students will work with the tutors to create a piece of drama work to be presented at the end of the training course.

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41. Who would be eligible?

Primary students nominated with “Award for Outstanding Performer” and Secondary students nominated with “Award for Outstanding Script”, “Award for Outstanding Director” and “Award for Outstanding Performer” are eligible. All applicants will be invited to attend an audition for selection if the number of applicants exceeds the places available.

42. Do the students need to pay for the course?

The EDB will fully subsidise the course so participants do not have to pay the course fee.

43. How long will the course last?

This is a 50-hour training course. It will be held during mid-July to mid of August.

44. Will certificates be issued after finishing the course?

Statement of Attendance will be issued upon 85% attendance of the course and the recommendation of the drama tutor.

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The End