

# Action Plan for the 7<sup>th</sup> Asian Theatre Schools Festival

According to the decisions by the 18<sup>th</sup> ATEC meetings, the 7<sup>th</sup> Asian Theatre Schools Festival will be held in May, 2024 by the Central Academy of Drama (CAD) in Beijing, China. The action plan is as follow:

**I. Event:** The 7<sup>th</sup> Asian Theatre Schools Festival

**II. Host:** Asian Theatre Education Centre (ATEC)

**III. Organizer:** The Central Academy of Drama, China

**IV. Time:** May 17 (Fri.)-23 (Thurs.), 2024

*\*Please find the detailed schedule in the Appendix*

**V. Venue:** Changping Campus, the Central Academy of Drama, China

*(4# Hong Fu Middle Rd, Changping District., Beijing, China, 102209)*

**VI. Theme:** “A Fabulous Collage: The Glamour of Traditional Asian Theatres”

## **VII. Expenditure Issues**

- 1) For member schools who have already paid the membership fee, if they bring a show, the CAD will cover the accommodation and conference fees for up to 12 participants; if not, the maximum of free participants will be 4. The exceeded participants will be charged an accommodation fee of 300 CNY per day per person by the CAD.
- 2) For non-member schools and member schools that have not yet paid the membership fee, each participant will be charged a conference fee of 800 CNY per person by the CAD, with accommodation and meals excluded.
- 3) International trips will be at the participants’ own expense.
- 4) The cost for the manufacture and transportation of the stage sets, props, costumes, etc., will be paid by the participating schools themselves.

## **VIII. About the Plays**

- 1) Any copyright-related issues should be settled beforehand.
- 2) Please note that the Organizing Committee will review the play (through video) first. We kindly ask you for your understanding and avoid nudity or politics-related plots or speeches.
- 3) Two choices of theatres will be provided by the CAD: 700-seat *Proscenium Stage Theatre* and 200-seat *Thrust Stage Theatre*. The Organizing Committee will make arrangement based on the participants' preference and the order of their submission of application.
- 4) The running time of each should be within 60 minutes. The time for stage set loading and rehearsal is 3 hours altogether. The Theatre Centre only provides an empty stage and basic lighting and sound equipment. The participants should prepare special props themselves if needed.
- 5) The maximum for actors/actresses is 8 for each play. The director must be a student. Instruction by a teacher is allowed.
- 6) All participants should provide subtitles in both Chinese and English themselves, and appoint a participant to play the subtitles during the performance. Please find the requirements for subtitles in the Appendix.
- 7) There will be a 30-minute post-show talk after each play, which will be in Chinese and English.
- 8) Due to objective reasons, the organizer will accept up to 10 plays and will make arrangement according to the content of the applications, time of submission, and other actual situations.
- 9) The organizer will invite several speakers to conduct workshops during the event.

## **IX. Awards**

### 1) Jury

The jury comprises 2 judges from China and 7 from other countries. There will be a chairperson and a vice chairperson. The chairperson is obliged to summarize the process of evaluation and the plays, before the awarding ceremony is held.

### 2) Award

There will be 1 winner of 'Best Play', 2 winners of 'Excellent Play', 10 winners of 'Best Stage Performance' (for both actors and actresses), and 1 'Special Contribution' award for an individual or a group that has/have made special contributions.

## **X. Materials Needed for Application**

| Deadline   | Materials to be Submitted  |
|--|--|
| January 10, 2024   | <u>Attachment 2 Application Form</u>   |
| March 1, 2024  | <ul style="list-style-type: none"> <li>● Participants' names, job titles, and first pages of passport</li> <li>● The institution's introduction, 3 photos, and logo (vector file).</li> <li>● President/Rector's photo and message</li> </ul>  |
| <p style="text-align: center;">April 1, 2024<br/><i>(applicable to schools with plays)</i></p>             | <p><b>Related to the play</b></p> <ul style="list-style-type: none"> <li>● Synopsis, student director's note and photo, instructor's name and photo (if any)</li> <li>● Cast list and photos, and staff list</li> <li>● Chinese-English subtitles (Please find the requirements in the Appendix)</li> <li>● 5 stage stills, full video of the play</li> <li>● Poster (vector file, vertical, 60*90), and authorize the organizer to make adjustments for advertising purpose)</li> </ul> |
| <p style="text-align: center;">April 1, 2024<br/><i>(applicable to schools with invited workshops)</i></p> | <p><b>Related to workshops on acting</b></p> <ul style="list-style-type: none"> <li>● Speaker's introduction and photo</li> <li>● The workshop's theme and introduction</li> </ul>   |
| May 1, 2024  | Information of flights (for both arrival and departure)  |

## **XI. Contact**

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## Appendix 1 Schedule (Preliminary)

| Date              | Morning   | Afternoon   | Evening  |
|-------------------|---|---|--|
| May 17<br>(Fri.)  | Arrival in Beijing  |   | <b>19:00 Welcome Dinner</b><br>Venue: 3 <sup>rd</sup> Floor, Canteen Building                                    |
| May 18<br>(Sat.)  | <b>9:00 Executive Directors' Meeting</b><br>Venue: Room 114, Faculty Building<br><b>10:30 Directors' Meeting</b><br>Venue: Room 114, Faculty Building | <b>13:30-15:00 Plenary Meeting</b><br>Venue: Academic Hall, Library<br><b>15:30 Opening Ceremony</b><br>Venue: Proscenium Stage<br><b>17:00 Jury's Meeting</b><br>Venue: Theatre Centre | <b>19:30 Performance (1)</b><br>Venue: Proscenium Stage  |
| May 19<br>(Sun.)  | <b>10:00 Workshop on Acting (1)</b><br>Venue: Small Theatre 2   | <b>13:30 Performance (2)</b><br>Venue: Proscenium Stage<br><b>15:30 Performance (3)</b><br>Venue: Thrust Stage  | <b>19:30 Performance (4)</b><br>Venue: Proscenium Stage  |
| May 20<br>(Mon.)  | <b>10:00 Workshop on Acting (2)</b><br>Venue: Small Theatre 2   | <b>13:30 Performance (5)</b><br>Venue: Proscenium Stage<br><b>15:30 Performance (6)</b><br>Venue: Thrust Stage  | <b>19:30 Performance (7)</b><br>Venue: Proscenium Stage  |
| May 21<br>(Tue.)  | <b>10:00 Workshop on Acting (3)</b><br>Venue: Small Theatre 2   | <b>13:30 Performance (8)</b><br>Venue: Proscenium Stage<br><b>15:30 Performance (9)</b><br>Venue: Thrust Stage  | <b>19:30 Performance (10)</b><br>Venue: Proscenium Stage<br><b>20:30 Jury's Meeting</b><br>Venue: Theatre Centre |
| May 22<br>(Wed.)  | <b>10:00 Closing Ceremony</b><br>(Awarding Ceremony included)<br>Venue: Proscenium Stage  | Afternoon: Cultural Trip  |  |
| May 23<br>(Thur.) | Departure   |   |  |

## **Appendix 2 Requirements for Subtitles**

### **1. For the Proscenium Stage**

The file should be in DOC format. The maximum number of character for each line is 80, and 40 for Chinese character, with Chinese on the top and English below. No blank should be left between lines.

### **2. For the Thrust Stage**

The file should be in PPT format. Each page contains up to 2 lines of words, with Chinese on the top and English below. The maximum number of character for each line is 90, and 45 for Chinese character, with word size set as 24.