

**theatre
faculty
brno**

Janáček Academy of Music and Performing Arts in Brno

Theatre Faculty

Mozartova 1, 602 00 Brno

participants@encounter.cz

info@encounter.cz

+420 542 591 334

International Festival of Theatre Schools

SETKÁNÍ/ENCOUNTER

31. 3. - 4. 4. 2020

APPLICATION FORM

- 1. About the festival**
- 2. General terms of applying**
- 3. Information about your school**
- 4. Information about your performance**
- 5. Technical requirements**
- 6. Organizational requirements and contact person**
- 7. The letter of confirmation**

1. About the festival

The 30th edition of the International Festival of Theatre Schools SETKÁNÍ/ENCOUNTER will take place from the 31st of March to the 4th of April 2020 across several theatre stages in Brno. The festival is organised by the students of the Theatre Faculty of the Janáček Academy of Music and Performing Arts in Brno (JAMU), the Czech Republic, led by the Festival Board. The students are supervised by tutors and staff.

Although SETKÁNÍ/ENCOUNTER is a non-competitive festival, it has a festival jury (consisting of both students and professionals) that every year rewards outstanding **students'** work by giving out "the Marta award". The award does not establish an evaluated order of individual productions from the festival programme, but rather highlights the most inspiring and innovative artistic achievements of the young theatre artists. The festival jury selects and awards students in various categories (which are not determined in advance) – director, stage designer, female/male performance, dramaturgy, stage music and so on.

The festival aims to provide a place where students, teachers, and other people involved with the theatre can meet to present and discuss their work and methods. We would like to enlarge the cooperation of schools and develop friendly relationships.

Every year, there is a theme of the festival chosen by the artistic section. The aim of the theme is to make each edition original in its way, performances in the main programme are not required to correspond to it. The theme for this year is "Taste The Time".

Time as a phenomenon involving the past, future, but above all our presence. We perceive the present as a point from which we look back to the past and look forward to the future. Now we are, here and now, with the pursuit of continuity and responsible approach to past and future things. We understand art as a playful, creative, but also conscious and responsible handling of the present time and its content. So it is also a challenge. A call to slow down the perception of the time flow, capture and enjoy the present moment. The festival SETKÁNÍ/ENCOUNTER is a point of stopping and thus a challenge to self-reflection, but also an opportunity for all of us to use and fulfill this time in our own way.

*Marek David, student of directing
Jana Uhýrková, student of dramaturgy*

Alongside the main programme, there is also the off-programme that comprises various activities that present the contemporary state of teaching and art education as well as create the right festival atmosphere. The off-programme involves events such as the Open Air Stage, evening parties, ceremonials, discusses, workshops and so on.

2. GENERAL TERMS OF APPLYING

2.1 HOW TO APPLY

Each theatre school with higher level of education can apply with one performance. It is possible to apply with a production which is still in development. The performance may be in any language, however we require English subtitles for the festival.

NOTICE: If we choose your performance, we demand English subtitles for the festival!

If you want to apply for our festival, please fill in all parts of this application form (3-7) and send it as a PDF document via e-mail to participants@encounter.cz by the **15th of December 2019**.

The letter of confirmation (part 7) has to be signed by the official representative of your school. Please, send this page with the letter separately as a scanned document.

We also require an audio-visual recording of the whole performance (can be from the rehearsals, English subtitles are welcomed) and a 3-5-minute-long excerpt showing your performance and its atmosphere in brief (this may be a trailer if you have one). Please, send these attachments via e-mail to or an internet site (Dropbox, Wetransfer, Youtube, Vimeo etc.).

In addition, please enclose at least 6 photos of the performance (set, scene shot with the maximum number of actors...), the profile photos of the actors (each photo marked with the name of the person on the photo, they will serve the jury) and a theatre programme and the poster (if you have one).

Please, do not forget to send any of the attachments including the technical annexes that are described in detail in part 5.

CHECKLIST OF ATTACHMENTS:

- ✓ completely and properly filled-in application form (PDF document)
- ✓ scanned confirmation letter with the official signature
- ✓ audio-visual record of the whole performance
- ✓ short excerpt of the performance (ca. 3 minutes) or trailer
- ✓ photos of the performance
- ✓ profile photos of the actors
- ✓ theatre program and poster (if you have one)
- ✓ all the technical annexes (see the checklist in part 5)

NOTICE: Without all these attachments your application is invalid and The Festival Board cannot consider it.

E-MAIL ADDRESS FOR SENDING THE APPLICATION FORM: participants@encounter.cz

Contact person: Anna Sáčková, Head of the Participants Section

2.2 THE SELECTION PROCESS

The participants are chosen by the Selection Committee that is appointed by the Festival Board. The Selection Committee consists of the Dean of the Theatre Faculty of JAMU, the Festival Director, the Student Coordinator and Financial Specialist of the festival, the Festival Supervisors, the Head of the Participants Section, the Head of the Technical Support Section and the Executive Artistic Section of the Festival (students of directing, dramaturgy and scenography). The Selection Committee decides on the basis of the information supplied about the performance (see the checklist of attachments). The results of Selection Committee Session will be announced **by the end of January 2020.**

The condition for accepting the application is that it is completely filled and submitted in time. The deadline for sending your application form is the 15th of December 2019.

Please, send the application in time, via e-mail to **participants@encounter.cz**, including all the attachments and technical annexes!

The organisers will ask the invited schools to perform twice during the festival because of the small capacity of the venues. The school also agrees to the recording of their performance for the archive purposes of the organisers, or for possible television broadcasting.

NOTICE: Due to the complexity of scheduling the festival we require that the whole group of participants commit to spend two full nights at the festival.

2.3 FINANCIAL AND ORGANISATIONAL CONDITIONS

The festival organisers provide accommodation and breakfast for **a maximum number of 13 participants from one school** (students, teachers, technical support and drivers included). **Any additional participants must cover the cost of their stay themselves.**

What we cannot provide to any of the participants are their traveling expenses, customs duty, transportation, props etc. We can assist you and provide you a formal confirmation of your participation in the festival in the case that you will be seeking funds or grants from foundations in your home country or for visa purposes. Please note that the organisers have no funds to cover your travel expenses.

Each participant will receive all necessary information materials before the arrival at the festival. To make it possible, we will demand an e-mail address for each of the participants. The organisers provide you 3 free tickets per person for the main programme, but maximum 39 tickets for the whole group. There will be also a Czech guide provided at its disposal during the festival.

The invited schools are responsible for ensuring that they have the necessary **visas and other travel documents** (e.g. ID, Customs forms, Copyright forms, Travel insurance for participants and set insurance).

NOTICE: The participants are responsible for arranging their travel issues on time.

For more information about visas and visiting the Czech Republic, please see:

http://www.mzv.cz/jnp/en/information_for_alien/index.html

For detailed information about the ATA ID: <http://www.atacarnet.org>

2.4 APPLICATION FORM

Please read and fill the whole application form properly. If there is not enough lines in the tables for you, add a comment in the adobe acrobat to the corresponding part of the application.

Please, send the application as a PDF document.

If you have any technical or other troubles with filling in the application, please contact us at participants@encounter.cz. We will try to figure out the problems.

3. INFORMATION ABOUT YOUR SCHOOL

Detailed information about your school is needed for the presentation of your school in the official festival materials.

3.1 GENERAL INFORMATION

Full name of the school in your native language:	
Official translation of the name into English:	
Public or private university:	
Web address of your school:	
Web address of your department (optional):	

3.2 THE HISTORY, PHILOSOPHY AND SPECIFIC ORIENTATION OF YOUR SCHOOL

(e.g.: the structure of the school, the names of representatives, courses taught at your school, the teachers who helped to create the performance, the participation of the school at national and international events, etc.) **This will be used in the official printed materials, please check your grammar. Max 1000 characters.**

NOTICE: We do not consider a reference to your website as a response. Please fill in the application properly.

3.3 ANY FURTHER INFORMATION YOU CONSIDER IMPORTANT:

4. INFORMATION ABOUT YOUR PERFORMANCE

4.1 GENERAL INFORMATION

1	Name of the performance in English:	
2	Original name of the performance:	
3	Full time of the performance (including interval):	min
4	Interval (if there is some):	min
5	*The date of the opening night:	
6	**Language of the performance:	

* If the opening night has not taken place yet, write the date it is scheduled for.

** The performance may be in your native language. English is not obligatory.

NOTICE: If we choose your performance, we demand English subtitles for the festival!

		Please specify:			
		Name	Student	Teacher	Professional
7	Author:				
8	Translator:				
9	Director:				
10	Dramaturge:				
11	Script editor:				
12	Set:				
13	Costumes:				
14	Lighting design:				
15	Choreography:				
16	Music:				
17	Production:				

4.2 CAST

	Name of the actor:	Name of the character:	Please specify:		
			Student*	Teacher	Professional
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

* Only current student, not a graduate.

NOTICE: Please do not forget to send us the profile photo of each actor.

4.3 ANNOTATION AND SHORT CHARACTERISTICS OF THE PERFORMANCE

This may be done on a separate sheet of paper. Enclose (e.g.) a synopsis, quotations, reviews, ideas about the performance etc. This information will be printed in the official festival materials, please ensure proper English as the content might get modified due to corrections. **Max 1800 characters.**

4.4 THE MAIN REASON, MOTIVATION FOR DOING THIS PERFORMANCE

Max 1000 characters.

4.5 INFORMATION ABOUT THE CREATIVE TEAM AND THE CAST

Information about the actors, director and other departments involved in preparing the performance. This will be used for the official festival materials. **Max 1000 characters.**

5. TECHNICAL REQUIREMENTS

This is an essential part of the application. Please, fill in this part properly in detail with your technical support and do not forget to include all the annexes required. If you do not use some of the following technical items in your production, then cross them out.

Please, keep on mind that you apply for a school festival that has limited facilities. Sometimes it is not possible to meet all your technical requirements, but we believe that there is always some alternative solution. Please, specify the ideal parameters for your production and also the minimum requirements you are able to accept.

5.1 THE TIME AND PEOPLE NEEDED FOR THE PREPARATION OF YOUR PERFORMANCE

NOTICE: Due to the complexity of scheduling the festival, we set up the maximum total time for preparation for 10 hours.

18	Length of performance, including interval(s):	min
19	Length of interval(s):	min
20	Preparation of set:	min
21	Preparation of lights:	min
22	Preparation of audio:	min
23	Time needed for rehearsal on the stage:*	min
24	Total time for preparation (points 20-23) max 600 min	min
25	Time for removing the set after the performance:	min

* If you need time to rehearse acting, we can try to provide you with a rehearsal room.

NOTICE: The total time of preparation can be one of the acceptance criteria.

If you need more than 10 hours of preparation, please explain your argument:

26	Total number of your technicians coming to the festival (set, light, sound...):*	
27	Number of your light technicians:	
28	Number of your sound technicians:	

29	Number of your technicians for preparing the set:	
30	The number of extra technicians needed from us to help you:	

* At the festival, there has to be someone in your group who will **run the performance** and some other person who will **run the subtitles**.

5.2 SPACE REQUIREMENTS AND STAGE

31. The optimal and minimum dimensions of the stage (width x depth x height):

MINIMUM	m	m	m
OPTIMAL	m	m	m

32. Number of rostra and their size:

number	width	depth	height

33. Other necessary theatre equipment (dance floors, coverage, etc.):

--

34. Some material that could damage the theatre environment during the performance?

What do you use (e.g. water, fire, loose materials such as sand, larger quantities of torn paper, clay, straw, dust, leaves, large amounts of food...) and in which form you use it:

--

NOTICE: In the Czech Republic it is not allowed to smoke in the theatre!

According to act No. 65/2017 Coll. (Act on the protection of health from harmful effects of addictive substances), using cigarettes in theatre is forbidden, electronic cigarettes can be used.

Annexes considering space requirements and stage:

- ✓ **Annex No. 1:** Details of any items that you cannot bring with you, photos and specifications. If you are selected, we can try to arrange adequate compensation for these. We cannot produce or buy these items.

- ✓ **Annex No. 2:** A ground plan of the stage and a side view in scale 1:100, drawn on a separate sheet.
- ✓ **Annex No. 3:** A ground plan of the auditorium and a side view, if it needs to be specially arranged, drawn on a separate sheet.
- ✓ **Annex No. 4:** Photos describing exactly the set with props and the stage setting of the performance.

5.3 TRANSPORTATION

NOTICE: The festival theatres do not have storage facilities for unloading lorries.

Any large stage elements have to be unloaded and loaded immediately before and after performances. Because of transport regulations, lorries should not weigh more than 6,5 long ton.

35. How will the props and set be delivered?

36. In the case of transport by lorry specify type, tonnage and dimensions:

5.4 LIGHTS

Our theatres are equipped with various techniques and facilities. We can not always ensure you the same conditions as in your home theatres. If you want to bring your own technique, it is possible.

NOTICE: If you want to use your own technique, remember that in the Czech Republic there are sockets 230V type E of European standards.

37. Type of lighting console are you using in the performance:

38. Minimum number of lighting circuits:

39. Please specify details about lamps used in your performance:

Type of fixture:	Quantity:	Frames/barndoors/tripod/ other accessories:	Side note:
PC 500W (650W)			
PC 1000W (1200W)			
PC 2000			
PAR 64			

PAR 64 CP62			
PAR 64 CP61			
PAR 64 PC60			
Floodlight symmetric 500W			
Floodlight asymmetric 500W			
Profile 25° - 50°			
Profile 45° - 75°			
Profile 14° - 35°			
Followspot			
LED PAR			
Moving head - wash			
Moving head spot			
OTHER:	-----	-----	-----

40. Light effects machines (add more if needed):

	Type:	Quantity:	Side note:
Hazer (smoke machine)			
Snow machine			
Laser			

41. Gels: Schools have to bring their own gels at the festival.

✓ **Annex No. 5:** Lightning plan on a separate sheet.

5.5 SOUND

Our theatres are equipped with various techniques and facilities. We can not always ensure you the same conditions as in your home theatres. If you want to bring your own technique, it is possible.

NOTICE: If you want to use your own technique, remember that in the Czech Republic there are sockets 230V type E of European standards.

42. What type of sound console are you using for the performance?:

--

43. Console details:

	Quantity	Side note
Input channels:		
Output channels		
Aux:		
Insert:		
Other:		

44. Other requirements:

	Type	Quantity	Side note
CD player			
Laptop			
Monitor speakers			
Microphone			
Microport			
Effects (Digital effects, multi-effects..)			
Other:			

45. Cables:

Type:	Length:	Number:

- ✓ **Annex No. 6:** Sound plan and plan of microphone positions.

5.6 PROJECTION

NOTICE: This part concerns only projection that is used as an original part of the performance and not the subtitles.

Number of video projectors:	
Dimensions of projection surfaces:	
Details of the surface you use:	
Source of projection (DVD player, laptop, etc.):	
Lenses you need:	
Other requests:	

- ✓ **Annex No. 7:** A drawing of the projector in space or specification in which annex we can find this information.

5.7 CONTROL LOCATIONS FOR LIGHT, SOUND AND PROJECTION

46. All details about control spots:

Separate from lighting and sound control room	
From one control room (one/more operators)	
Another place (please define)	

CHECKLIST OF ATTACHMENTS:

- ✓ completely and properly filled-in application form (PDF document)
- ✓ scanned confirmation letter with the official signature
- ✓ audio-visual record of the whole performance
- ✓ short excerpt of the performance (ca. 3 minutes) or trailer
- ✓ photos of the performance
- ✓ profile photos of the actors
- ✓ theatre program and poster (if you have one)
- ✓ all the technical annexes

CHECKLIST OF TECHNICAL ANNEXES:

- ✓ **Annex No. 1:** Details of any items that you cannot bring with you, photos and specifications. If you are selected, we can try to arrange adequate compensation for these. We cannot produce or buy these items.
- ✓ **Annex No. 2:** A ground plan of the stage and a side view in scale 1:100, drawn on a separate sheet.
- ✓ **Annex No. 3:** A ground plan of the auditorium and a side view, if it needs to be specially arranged, drawn on a separate sheet.
- ✓ **Annex No. 4:** Photos describing exactly the set with props and the stage setting of the performance.
- ✓ **Annex No. 5:** Lightning plan on a separate sheet.
- ✓ **Annex No. 6:** Sound plan and plan of microphone positions.
- ✓ **Annex No. 7:** A drawing of the projector in space or specification in which annex we can find this information.

NOTICE: Without all these annexes and attachments The Festival Board cannot consider your performance and your application will be invalid.

Please, be responsible in filling in all the application form, especially the technical part. If it is not complete, the committee will not be able to assess your application.

6. ORGANIZATIONAL REQUIREMENTS AND CONTACT PERSON

Summary of your participating group:

NOTICE: The organisers can cover accommodation and breakfast for up to a maximum of 13 people (students, two teachers, technical support and driver included). All the expenses of extra participants are expected to be paid by the participants themselves or by their home school.

6.1 PARTICIPANTS COVERED BY THE FESTIVAL

	Surname, Name (please observe the order)	Please specify				Sex	
		Student	Teacher	Technical support	Other (Specify)	M	F
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

6.2 NUMBER OF EXTRA PERSONS IN THE PARTICIPATING COMPANY

	Surname, Name (please observe the order)	Specification of the position				Sex	
		Student	Teacher	Tech support	Other	M	F
1							
2							
3							
4							
5							

6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

NOTICE: At the festival, there has to be someone in your group who will run the performance and some other person who will run the subtitles.

6.3 CONTACT PERSONS

Name two contact persons from your school that will attend the festival and will be **responsible one for the organisation and one for the technical support for the production at the SETKÁNÍ/ENCOUNTER 2020 festival**. This person should have an overview of all the significant aspects of your performance and should be able to communicate in English:

Contact person 1:

Name:		Position:	
Phone:		E-mail:	

Contact person 2 - technical support (your head technician):

Name:		Position:	
Phone:		E-mail:	

7. THE LETTER OF CONFIRMATION

Name of the official representative:

Position (dean etc.):

Name of school in English:

Address:

Tel.:
(with the country code before the number)

E-mail:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

We confirm that we have informed ourselves of all the terms and conditions of the festival SETKÁNÍ/ENCOUNTER 2020 and we accept them.

We confirm that in case that the Selection Committee chooses our performance, we will be able to pay from our own sources the traveling expenses, customs duty, transportation, props and other items that the festival cannot provide.

We confirm here with that we have obtained copyright permission for our production from the agency and that the organisers of the festival will have no unplanned expenses in covering the authorship and copyright fees connected with the presentation of our performance during the festival SETKÁNÍ/ENCOUNTER 2020.

Place, date (day/month/year):

Signature of the official representative:

NOTICE: This part has to be filled in and signed by the **official representative of the school** (dean, rector) scanned and sent via e-mail to participants@encounter.cz by the 15th of December 2019.

Janáček Academy of Music and Performing Arts in Brno, Beethovenova 2, 662 15 Brno and its departments (hereinafter the "Administrator") processes your personal data in accordance with the General Regulation on the Protection of Personal Data - Regulation of the European Parliament and of the Council (EU) 2016/679 of 27. 4. 2016 - (hereinafter referred to as "GDPR"). The Administrator publishes information about the processing of a personal data through the Privacy Information Database application, available at <http://oou.cloud/katalog/>, where information about the processing of a personal data can be found by the administrator's name and the individual processing purpose. The collection and processing of your personal data - specifically name, surname, email, or the name of the institution you represent - takes place in accordance with the public interest of the Administrator as a public academy of arts.