

# SETKÁNÍ/ENCOUNTER 2017

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## APPLICATION FORM

1. Festival SETKÁNÍ/ENCOUNTER
  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. Confirmation letter and signature of the official representative
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participants@encounter.cz,  
tel.: +421 907 920 734,  
www.encounter.cz, www.facebook.com/setkani,  
28.03.2017-01.04.2017

# 1. Festival SETKÁNÍ/ENCOUNTER

The 27<sup>th</sup> edition of the International Festival of Theatre Schools SETKÁNÍ/ENCOUNTER will take place from the 28<sup>th</sup> of March to the 1<sup>st</sup> of April 2017 across five theatre stages in Brno. The festival is organised by the students of the Theatre Faculty of the Janacek Academy of Music and Performing Arts in Brno (JAMU), Czech Republic, led by the Festival Board. Students are, of course, 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 others 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 a theme is chosen for the festival by the artistic section. Although the festival has it's theme, performances are not required to correspond to it. This year's theme is "HARD CHOICES?".**

*"The amount of information we deal with on a daily basis provides us with so many options, but we are also under the attack of too much news, an overdose of information -we have to find our bearings. 'HARD CHOICES' symbolises this phenomena, that is now an unconditional part of our society. One is confronted with many different opinions, that are generously opening doors to new points of view, whilst closing them at the same time."*

*Martin Hodoň, student of directing  
Alexandra Bolfová, student of dramaturgy*

Alongside the main programme, there is also "the off-programme", comprising various presentations from graded projects at JAMU. These involve the contemporary state of teaching and art education, as well as student discussions and teachers' meetings.

## 2. GENERAL TERMS OF APPLYING

### 2.1 HOW TO APPLY

Each **theatre school (higher level of education)** can apply with **one performance or production (which can be in development)**. The performance may be in any language. English is not necessary. However, if the nature of the performance permits, we recommend preparing English subtitles or printed script for the audience.

Please fill in all these parts of the application form (3-7) and send it via e-mail to [participants@encounter.cz](mailto:participants@encounter.cz) by the 20<sup>th</sup> of December 2016. You must also send the letter of confirmation (part 7) with the signature of the official representative of your school via post to the address below. Please also enclose an audio-visual recording of the whole performance (it can be from the rehearsals and English subtitles are welcomed) and also a 3-5-minute-long excerpt showing your performance and its atmosphere in brief (this may be a trailer if you have one) via email or an internet site (Dropbox, Google Drive, wetransfer etc.).

**NOTICE: The Festival Board cannot consider your performance without the audio-visual record and your application will be invalid.**

In addition, please enclose some photos of the performance, the profile photos of the actors (each photo marked with the name of the person on the photo), a theatre program and the poster (if you have one).

#### HERE IS THE CHECK LIST:

- ✓ Completely and properly filled-in application form
- ✓ an audio-visual record of the whole performance
- ✓ ca. 3-minute long excerpt of the performance (or trailer)
- ✓ photos of the performance and of the actors
- ✓ a theatre program and poster (if you have one)

**E-MAIL ADDRESS FOR SENDING THE APPLICATION FORM IN PDF VIA E-MAIL (this is preferred by the organisers):** [participants@encounter.cz](mailto:participants@encounter.cz)

**Contact person:** Zuzana Kernová, head of the Companies and Participants Section

#### **ADDRESS TO SEND YOUR LETTER OF CONFIRMATION TO:**

SETKÁNÍ/ENCOUNTER 2016  
DIFA JAMU  
Mozartova 1  
662 15 Brno, Czech Republic

**NOTICE: If you send the application via post, please let us know you have done so, so we could confirm it arrived.**

## 2.2 THE SELECTION PROCESS

The participants are chosen by the Selection Committee. The Selection Committee is appointed by the Festival Board and 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 leader of the Participants Section, the leader of the Technical Support Section and the Executive Artistic Section of the Festival (students of directing, dramaturgy and scenography). The schools will be informed of the results **by the end of January, 2017.**

The Selection Committee will choose participants based on the information supplied about the performance (see the checklist again), **proper completion of all parts of the application form** and also the date when the application form was received. The deadline for sending your application form is **the 20<sup>th</sup> of December, 2016.** (If you send your application form by post, we will look for the postal date stamped on the envelope. Please let us know if you are sending the form by post.) The results of Selection Committee Session will be announced **by the end of January, 2017.**

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 it is advisable to commit to spending two full nights at the festival when planning your commitments around it.**

## 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 driver included). **Any additional participants must cover the cost of their stay themselves. Participants pay their travelling expenses, customs duty, transportation, props etc.** Organisers will assist the participants and provide 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 travel expenses.

Each participant will receive all necessary information materials before their arrival at the festival. Each participant is guaranteed complimentary tickets for festival performances in the main programme if he/she reserves the tickets in time – the organizers will inform you about the right time for reservations. Each group will have a Czech guide at its disposal during the festival.

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

**NOTICE: It is important to ensure these documents are arranged on time! The applicants are responsible for managing this issue on time.**

For detailed information about visas and visiting the Czech Republic, please see: [http://www.mzv.cz/jnp/en/information\\_for\\_alien/index.html](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 comment in the adobe acrobat to the corresponding part of the application. **If you have trouble filling in the application, please contact us at [participants@encounter.cz](mailto:participants@encounter.cz).** We will try to figure out the problems or we will send you the document in .docx format.

### 3. INFORMATION ABOUT YOUR SCHOOL

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

**NOTICE: We require a properly completed application form and will not consider a reference to your web address!**

#### 3.1 FULL NAME OF YOUR SCHOOL

In your native language:	
Official translation into English:	
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.) **Max 1000 characters! This will be used in the official printed materials, please check your grammar.**

#### 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	Full time of the performance (including interval):	min
3	Interval:	min
4	*The date of the opening night:	
5	**Language of the performance:	
6	***Subtitles/Script in English	

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

\*\* The performance may be in your native language. English is not obligatory, however if the nature of the performance permits, it is advisable to prepare English subtitles.

\*\*\*Mind that one person from the company will have to operate the subtitles using a company laptop.

		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					
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**NOTICE: Please don't forget to send us also the profile photo of each actor.**



### **4.3 SHORT, MATTER-OF-FACT 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

Please fill in this part of application with all of your technical requirements in detail.

**This includes the annexes at the end of this section, which are an essential part of the application.** Without these it will be impossible to assess the application. If you do not plan to use some of these technical items in your production, please cross them out. **Be responsible in filling out this part; if it is not complete, the committee will not be able to assess your application.** Sometimes it is not possible to meet all your technical requirements, but nevertheless, please describe the ideal situation and the organizers will try to find an alternative.

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

18	Length of performance, including interval(s):	min
19	Length of interval(s):	min
20	Preparation of audio:	min
21	Preparation of lights:	min
22	Preparation of set:	min
23	Time needed for dress rehearsal:*	min
24	Minimum overall time needed for get in and fit up in Brno:	min
25	Time for removing the set after the performance:	min
26	Number of your light technicians	
27	Number of your sound technicians:	
28	The number of extra technicians needed from us to help you:	

**\*NOTICE:If you need time to rehearse acting, we can provide you with a rehearsal room**

## 5.2 SPACE REQUIREMENTS AND STAGE

29. Write the minimum dimensions of the stage (width x height x depth) required for your production:

m x	m x	m
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30. Number of rostra\* and their size (width x height x depth):

m x	m x	m
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31. Please describe all necessary theatre equipment (dance floors, coverage, etc.):

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32. Are you going to work with some material which could damage the theatre environment during the performance? If so, please describe. (E.g. water, fire, smoke, loose materials such as sand, larger quantities of torn paper, clay, straw, dust, leaves, large amounts of food ..):

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Annex No. 1: Details of any items that you cannot bring with you. Please send photos and specifications. If you are selected we will try to arrange adequate compensation for these

Annex No. 2: In the attached grid (at the end of the technical part of the application) please draw a ground plan of the stage and a side view in scale 1:100

Annex No. 3: Draw a ground plan of the auditorium and a side view, if it needs to be specially arranged

Annex No. 4: Photos exactly describing the set with props and the stage setting of the performance

## 5.3 TRANSPORTATION

**NOTICE: Due to the disposition of theaters, please note, they do not have storage facilities for unloading lorries. If large stage elements are needed, they will have to be unloaded and loaded immediately before and after performances.**

33. How will the props and set be delivered?

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

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## 5.4 LIGHTS

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

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36. Minimum number of lighting circuits:

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37. Please specify details about lanterns used in your performance:

Type of fixture:	Quantity:	Frames/barndoors/tripod/ other accessory:	Side note
PC 500			
PC 1000			
PC 2000			
PAR 64			
Floodlight symmetric 500W			
Floodlight asymmetric 500W			
Profile 1000W (Selecon Pacific)			
Profile 750W (ETC)			
Followspot			
LED PAR			
Moving head			
<b>OTHER:</b>	-----	-----	-----

**38. Light effects machines (add more if needed):**

	<b>Type:</b>	<b>Quantity:</b>	<b>Side note:</b>
<b>Hazer (smoke machine)</b>			
<b>Snow machine</b>			
<b>Laser</b>			

**39.\*Gels:**

\*Schools have to bring their own gels at the festival.

<b>Number of the gel:</b>	<b>Size (HeightxWidth):</b>		<b>Quantity:</b>
	x		
	x		
	x		
	x		
	x		
	x		
	x		

**40. Cables and extensions:**

<b>Type:</b>	<b>Length:</b>	<b>Quantity:</b>

**NOTICE: Sockets in Czech Republic are 230V, type E of European standards.**

**Annex No. 5: Lighting plan**

## 5.5 SOUND

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

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42. Console details:

	Quantity	Side note
<b>Input channels:</b>		
<b>Output channels</b>		
<b>Aux:</b>		
<b>Insert:</b>		
<b>Other:</b>		

43. Other requirements:

	Type	Quantity	Side note
<b>CD player</b>			
<b>MD player</b>			
<b>Laptop</b>			
<b>Monitor speakers</b>			
<b>Microphone</b>			
<b>Effects (Digital effects, multi-effects..)</b>			
<b>Other:</b>			

**44.Cables:**

Type:	Length:	Number:

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

**5.6 PROJECTION**

**NOTICE: Fill in only if projection is used as a part of the performance and not for 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 specify in which Annex is it drawn).**

**5.7 CONTROL LOCATIONS FOR LIGHT, SOUND AND PROJECTION**

**45. At the right, insert details:**

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



**HERE IS THE CHECK LIST OF ALL ATTACHMENTS NEEDED AGAIN:**

- ✓ **Annex No. 1: Details of any items that you cannot bring. Please send photos and specifications. If you are selected we will try to arrange adequate compensation for these**
- ✓ **Annex No. 2: In the attached grid (at the end of the technical part of the application) please draw a ground plan of the stage and a side view in scale 1: 100**
- ✓ **Annex No. 3: Draw a ground plan of the auditorium and a side view, if it needs to be specially arranged**
- ✓ **Annex No. 4: Photos exactly describing the set and the stage setting of the performance**
- ✓ **Annex No. 5: Lighting plan**
- ✓ **Annex No. 6: Sound plan and plan of microphone positions**
- ✓ **Annex No. 7: A Drawing of the projector in space (or specify in which Annex is drawn)**

## 6. ORGANIZATIONAL REQUIREMENTS AND CONTACT PERSON

Total number of members in the participating company:

**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

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

### 6.2 NUMBER OF EXTRA PERSONS IN THE PARTICIPATING COMPANY

1	Surname, Name (please observe the order)	Specification of the position				Sex	
		Student	Teacher	Tech support	Other	M	F
2							
3							
4							
5							
6							
7							
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11							
12							
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14							
15							
16							
17							
18							
19							
20							
21							
22							

### 6.3 CONTACT PERSONS

Name the contact persons from your school that will attend the festival and will be **responsible for organisation and technical support for the production at the SETKÁNÍ/ENCOUNTER 2017 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:**

<b>Name:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>E-mail:</b>	

**Contact person 2 (technical support):**

<b>Name:</b>		<b>Position:</b>	
<b>Phone:</b>		<b>E-mail:</b>	

**NOTICE: Please fill in all the blanks for both contact persons.**

## 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"/>
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We confirm that we have informed ourselves of all the terms and conditions of the festival SETKANI/ENCOUNTER 2017 and we accept them.

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 SETKÁNI/ENCOUNTER 2017.

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) and sent via **post** by the 20<sup>th</sup> of December 2016 (the deadline for sending the whole application form).