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APPLICATION FOR THE FESTIVAL

1. What are the application procedures?

Normally, the application starts in the beginning of each academic year. The circular memorandum to invite entries to the Hong Kong School Drama Festival can be downloaded from the Education Bureau website (<http://www.edb.gov.hk/dramafestival>).

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 (postmark date taken as the date of receipt). Please ensure sufficient postage to avoid unsuccessful delivery. 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 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 group?

Each school may apply for more than one language group.

A maximum of 555 drama teams can participate in the Festival 2021/22. If the number of school applicants is below 555, each school will have at least one entry in English Group, Cantonese Group or Putonghua Group 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 group by a computerized open ballot in the second and third round of allocation.

If the total number of enrolling drama teams exceeds the pre-set quota, a computerised open ballot will be arranged. Each of the 555 participating schools will only participate in one language group.

The ballot will be held at the venue arranged by Hong Kong Art School (if necessary). Representatives from school applicants are welcome to attend the session to witness the process. Detailed arrangements will be announced in this website (<http://hksdf.hkas.edu.hk/results.html>).

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

With the sponsorship of the 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 a maximum of 42 groups in the School Performance Phase.

BASIC DRAMA TRAINING COURSE

6. What is the course mainly about?

The course is mainly about introducing basic concepts and principles of Reader's Theatre and online real-time drama showcase. It includes skills of scriptwriting and directing, approaches on online rehearsal, design and aesthetics, and "ZOOM" operation techniques. Details please refer to this website (<http://hksdf.hkas.edu.hk/index.html>).

CASH GRANT

7. How much is the cash grant from the Education Bureau for this school year?

To facilitate schools' production of plays in the School Performance Phase, primary and secondary schools will receive a cash grant of \$3,250 and \$3,600 respectively for each approved team. Each drama team invited to perform in the Public Performance Phase will be eligible for an additional cash grant of \$4,200.

8. When will the grant be released?

The cash grant of the School Performance Phase and the Public Performance Phase will be released in November/December and April respectively by the Education Bureau.

9. How will the grant be released?

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

School Type	Means of Transfer
Government School Aided School Direct Subsidy Scheme School	Education Bureau Internal Mechanism
Private School	Education Bureau Internal Mechanism / By Cheque

10. What kind of expenditure items could be included?

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

The schools may also consider spending the cash grant on hiring external 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.

11. Do schools need to submit all the subsidy expenses records?

Schools do not have to submit their subsidy expenses records to the organiser in general. However, schools are advised to keep proper financial records related to the Festival for internal archive and auditing purpose.

Under special circumstances, such as in the event that the epidemic makes it necessary for the organiser to cancel the School Performance Phase and/or Public Performance Phase, as schools need to return the unused portion of the cash grant, schools need to submit the receipts relating to the used subsidy.

12. Do schools 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 2021/22 within the 2021-22 financial year and that of the Public Performance Phase 2021/22 (held in May annually) within the 2022-23 financial year. Please monitor the spending position and compliance with all government and bureau guidelines and regulations in respect of procurement and accounting records.

If a participating school withdraws from the Festival, the cash grant will be fully clawed back.

Under special circumstances, such as in the event that the epidemic makes it necessary for the organiser to cancel the School Performance Phase and/or Public Performance Phase, only the unused portion of the cash grant will be clawed back.

EXTERNAL TUTOR

13. What is an external drama tutor?

External 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 organiser is NOT responsible for any transaction or dispute between the schools and tutors.

14. What is the standard fee for employing an external drama tutor?

Schools which employ external tutor(s) are fully 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 is NOT responsible for any transaction between the schools and tutors.

SCHOOL PERFORMANCE PHASE

I. The School Performance

15. What is the performance duration for each play?

The performance duration is as specified:

Primary Schools	10 – 20 minutes
Secondary Schools	15 – 30 minutes

(Performances exceeding the specified performance duration might not be nominated to enter the Public Performance Phase.)

16. Can schools use existing scripts for their school plays?

Yes. Schools can write their own scripts, use existing scripts or make use of scripts in adapted form (Please also see Question 37). For the latter two cases, schools should clear the copyright of the scripts before they stage the play.

17. What is the special arrangement for the Festival 2021/22?

In view of the development of the COVID-19 epidemic, school performance will implement online Reader's Theatre as last year. (Please refer to the introduction video on this website <http://hksdf.hkas.edu.hk/index.html>)

18. Is there any difference between a Reader's Theatre and a radio show?

A radio show only focuses on dialogue, music or sound effects to create a picture on the auditory level. Language is used to interpret dialogue and describe scene while sound effect is used to create atmosphere. Reader's Theatre presents a drama by using not only dialogue, music or sound effects but also gestures and facial expressions to interpret a script. The performance may be enriched with the use of simple costumes and props.

19. Can schools present the pre-recorded drama pieces on performance day?

No. Real-time online performance should be arranged at the appointed session.

20. Where should the performance be arranged?

Performance can be conducted at students' homes. It can also be conducted at school given that there is no full suspension of face-to-face classes at school. Schools should strictly implement all guidelines as stipulated in the "Face-to-Face Class Arrangements for Schools in Hong Kong in the 2021/22 School Year".

21. How should schools implement Reader's Theatre?

It is advisable that students login to the online platform individually (i.e. each window shows one student; in grid pattern).

Since the situation of COVID-19 is still severe, please remind students to wear masks if more than one student share the same camera during the school performance slot (including the sharing session), otherwise, the Festival reserves the right to suspend the performance

All attending staff and students must wear masks during performance at school.

If the performance is held in small groups at school, schools should ensure the venues are well-ventilated. A one metre of physical distance should be kept between each student. Schools should arrange students to face one direction (avoid face-to-face interactions).

Before and after participating in the performance at school, staff and students should perform hand hygiene procedures properly. After the performance at school, schools should thoroughly clean and disinfect the venue with 1 in 99 diluted household bleach and disinfect metallic surfaces with 70% alcohol.

Schools should reduce the chances of sharing props among students. Users should pay attention to their hand hygiene when they use shared props.

For further details of the prevention of communicable diseases in schools, please refer to the Education Bureau's website: <https://www.edb.gov.hk/en/sch-admin/admin/about-sch/diseases-prevention/guidelines-covid19.html>

22. Is there any video of performance in Reader's Theatre for our reference?

Selected performance videos which received the Adjudicator's Award in 2020/21 were uploaded to the Festival's website. Please refer to the page "Archive" for watching the videos.
(<http://hksdf.hkas.edu.hk/photos.html>)

II. The Adjudication

23. What should schools prepare for adjudicators' visits?

Schools must submit the following documents for the adjudicators' reference to the organiser on the specified date:

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

24. Do schools need to record videos of their performance and the post-performance talk?

Schools are recommended to record videos of their school performance and post-performance talk 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 supports by the Festival Stage Manager if the school takes part in the Public Performance Phase.

About the "Reader's Theatre" Special Arrangement

The Festival will record the performance for adjudication and demonstration purposes. (School can record the performance on its own).

25. How will schools 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 talk. The written comment sheet will be attached along with the school awards at a later stage.

26. 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.

27. When will schools receive the written comments from adjudicators?

The comment sheet will be attached along with the school awards.

28. How long will the post-performance talk take?

The post-performance sharing will normally last for about 30 minutes. The schools should make sure that sufficient time is allowed for this valuable sharing right after the performance.

29. When will the post-performance talk be arranged?

The post-performance talk will be arranged right after the school performance.

30. Who should attend the post-performance talk?

All participants, including performers, directors, designers and the backstage crew, should join the post-performance talk.

III. The Awards

31. Adjudication Criteria

Award for Outstanding Script	Award for Outstanding Audio-visual Effects
<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 design. • Flexibly and creatively use of existing resources. • Aesthetic 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 visual/aesthetic effect work as a coherent.
Award for Outstanding Director	Award for Outstanding Cooperation
<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. • Coherent, appropriate and unique style of the work. • Smooth and good control on rhythm of the work. • Good control of the atmosphere and good casting. 	<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 support from the school (e.g. as seen in arrangement of audience)
Award for Outstanding Actor	Award for Commendable 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.
Adjudicators' Award	Adjudicators' Award
	<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

32. How can schools know the results of awards?

All results of awards will be announced on this website (<http://hksdf.hkas.edu.hk/results.html>) after the School Performance Phase. Schools will be notified of their own results by email in April.

33. What types of prize (certificate / trophy) will be given to 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 Audio-visual Effects■ 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

34. Who is eligible for awards?

Only students and teachers from participating schools (excluding external 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.

35. How shall schools get the certificates and/or trophies?

The organiser will notify the participating schools of the results and details of award collection by post in May. All the awards (including certificates and trophies) will be collected by the participating schools.

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

To avoid unsuccessful delivery, 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 for collection.

IV. Others

37. Are there any scripts or video recordings of the public performances from previous years for schools' reference?

The scripts / script excerpts of public performances from the Festival 2015/16 onwards have been uploaded to the Education Bureau website (<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 2015/16 onwards are also available for participating schools' reference. Schools that would like to borrow the video recording should fill in the form at Download and fax it back to 2865-0371. Confirmation will be sent via email.

PUBLIC PERFORMANCE PHASE (FOR REFERENCE ONLY)

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

42 teams (max.) 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.

39. Will there be any complimentary tickets for schools?

Complimentary tickets of public performances will be available for participating schools. All participating schools of the Festival are eligible to request tickets. Details will be announced at this website (<http://hksdf.hkas.edu.hk/index.html>).

40. Can the audiences take photos or video at the public performance venue?

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

41. Will the video of the public performances be shared with the public?

All participating schools of the Festival can borrow the video recordings of the public performances for reference. For details, please refer to Question 37.

OUTSTANDING STUDENT DRAMA TRAINING COURSE

42. What is the course mainly about?

The course is mainly 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.

43. Who is eligible for the course?

Primary students nominated with "Award for Outstanding Performer" and Secondary students nominated with "Award for Outstanding Script", "Award for Outstanding Director" or "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.

44. Do students need to pay for the course?

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

45. How long does the course take?

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

46. 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.

[The End]