

SGCNZ UOSWSF 2021 National Festival Non-Performer Pack Shakespeare Globe Centre New Zealand Postal address: PO Box 17-215, Wellington 6147, NZ Physical address: Level 1, Toi Poneke: Wellington Arts Centre 65-69 Abel Smith Street, Wellington 6011, NZ M +64 27 283 6016 T +64 4 384 1300 F +64 4 384 1301 sgcnz.org.nz I CC 23945

APPENDIX of FORMS TO RETURN

Return this page with your forms so that we know which forms to expect from you.

Indicate clearly with N/A in the appropriate column if there is a nil return. Do not, however, return the N/A pages which have no orders on them.

Forms must be used - do not simply write information in the body of e-mails.

Name :

		Due date	Tick if returning	Write N/A if nil return
а	Non-Performer Registration Form	Thur 6 May		
b	Official Welcome Registration Form	Thur 6 May		
C	Special Session Form	Thur 6 May		
d	Workshop Enrolment Form	Thur 6 May		
е	Food Order Form	Thur 6 May		
f	Performance Tickets	Thur 6 May		
g	Assessors' & Selectors' Feedback & Inspiring Careers Talk at Parliament	Thur 6 May		
h	Merchandise Order Form (pre-orders made later than this will not be able to be manufactured & printed in time and will be sent post event)	Thur 6 May		
i	Summary of Accounts	Thur 20 May		
j	MP4/VID Order form (please note - return this form and payment to Glass Gecko Films)	Mon 21 June		

Return these forms to SGCNZ as soon as possible, and no later than the due dates, via one of these methods:

Scan and e-mail: <u>sqcnz@sqcnz.org.nz</u> (low resolution no larger than 1MB)

• Fax: 04 384 1301

Post: SGCNZ, PO Box 17 215, Wellington 6147

Electronic versions of all forms are available on the website: www.otago.ac.nz/shakespeare or on request from the SGCNZ Office, E: sgcnz@sgcnz.org.nz

Chair Paul Foster-Bell

Chief Executive, SGCNZ Trustee, Member Shakespeare's Globe Council, London Dawn Sanders ONZM, QSM M 027 283 6016 E dawn@sgcnz.org.nz Board Shane Bartle | Johan Barton | Janice Campbell QSO | Colin Macintosh QSO | Neil Strom | Vivienne Thomson | Prof Stuart Young Associate Bronwyn Turei | Globe Associate Neil Constable | Youth Observer

Patrons Vice-Regal Patron Her Excellency The Right Honourable Dame Patsy Reddy, GNZM, QSO, Governor-General of New Zealand Sunny Amey QSM

Assistant to the CEO Charlotte Taylor | Finance Administrator Jan Bergquist | Accent on Shakespeare Editor Lynn Peck





SGCNZ NATIONAL UNIVERSITY OF OTAGO SHEILAH WINN SHAKESPEARE FESTIVAL 2021

N	ON-PERFORMER	REGISTRATIO	N FORM (A)
То	be returned no later than	Thursday 6 May	
Ple	ease write accurately and o	learly, or type (electror	nic version of form may be requested)
Hig	hlight, circle or underline	one of the following:	
		•	VZ YSC Member / SGCNZ NSSP Direct Entry/
no	n-performing School Group	/ Other Individual (pleas	e specify category)
Na	me:		
			y Group if applicable):
	-	-	School Ph:
Co			
	ntact Person's preferred pos	tal address (if c/o a scho	ool, incl street number, though home address preferred in holidays):
			Post Code
Ho			Mobile:
E-r	nail:		
Sta	te mobile number if different	from above for contact	purposes in case of emergency in Wellington
Мо	bile:		Name:
-	ou are enrolling a group, sta tach separate page if necess		tendees (students and adults) for the essential pre-paid passes:
•			ll details are supplied on time, receiving and acting on snail mail and ne point of liaison with SGCNZ.
•	If there is a special media i	nterest story in relation t	to you or your group, please send it to me so that I can have it published!
•	Reproduction Waiv	/er	
•			se written material, photos and video footage of our performance or nsors, media, promotional or archival purposes
Sig	Ined	Name	Date
•	scan and e-mail to sg or post to SGCNZ, PO or fax to 04 384 1301		



OFFICIAL WELCOME REGISTRATION FORM (B)

There will be an Official Welcome event on Thursday 3 June Non-Performers may attend at Toi Whakaari: NZ Drama School from 4.00-5.30pm.

This is in Te Whaea, 11 Hutchison Road, Newtown, Wellington 6021, home of Toi Whakaari and NZ School of Dance. Please complete the table below. Under Type write e.g. SGCNZ YSC/ Reg Rep / Non Perf, SGCNZ NSSP D/E...

School/Homeschool/Community Group Name (if applicable)

Contact Person_____

Mobile _____

E-mail

Arrival Time

Mode of Travel (circle or underline): Plane, Ferry, Train, Bus (Public), Bus (School or Charter), Private Car, Other _____

Surname	Туре	Year at School M/F				
	Surname	Surname Type	Surname Type Year at School Image: Surname Image: Surname Image: Surname Image: Surname Image: Surname Image: Sur			

Return this form no later than **Thursday 6 May** to: Dawn Sanders and Charlotte Taylor, scan & e-mail to: <u>sgcnz@sgcnz.org.nz</u> or P.O. Box 17 215, Wellington 6147 or fax: (04) 384 1301 (w)

SGCNZ SPECIAL SESSION FORM (C) For NSSP DIRECT ENTRY STUDENTS, COMPETITION FINALISTS & REGIONAL REPS

An SGCNZ Alumna will take three Special Sessions from which you can choose one (or more), to help students not in groups to know what to expect, meet others and answer any queries so that all can maximise what it on offer, their time and experience of attending SGCNZ's National UOSWSF. Choose whichever Session/s you wish

SGCNZ YSC 2020/1 members are also welcome to attend this briefing.

There will be three times & locations:

- Friday 4 June 8.45am-9.00am Wellington East Girls' College
- Saturday 5 June 8.45am-9.00am Michael Fowler Centre
- Sunday 6 June 8.30am-8.45am Michael Fowler Centre

Meet in the Foyer at the Festival Desk 10 minutes prior to the start time to be taken to the meeting location.

Name:										
Schoo/	Homeschool C	luster/Community Group (if applicable):								
Mobile	:									
E-mail:										
Please	tick in which ca	ategory you are attending:								
	Competition Finalist Please circle one: Costume Design Music Composition Static Image Poster I Video Title Card Essay									
	Regional Representative									
	SGCNZ YSC 2	020/1								
	Other:									
Please	tick which Ses	sion you will attend:								
	Session 1	Friday 4 June 8.45am-9.00am – Wellington East Girls' College								
	Session 2	Saturday 5 June 8.45am-9.00am – Michael Fowler Centre								
	Session 3	Sunday 6 June 8.30am-8.45am – Michael Fowler Centre								
	Meet in Foyer a	and you will be instructed as to in which it will take place								

Please return this form no later than Thursday 6 May to: Dawn Sanders, SGCNZ Chief Executive and Charlotte Taylor, SGCNZ Assistant to the Chief Executive

Scan and e-mail to: <u>sgcnz@sgcnz.org.nz</u> or post to: SGCNZ, PO Box 17215, Wellington 6147 or fax to: 04 384 1301



WORKSHOP ENROLMENT FORM (D) - Return form no later than Thursday 6 May

Name of School / Individual:

See the list of tutors & workshops attached for A-T coding & write letters of preferred workshops in order of preference (1,2,3,4,5,6,7) in the columns below: Legible printing and accurate spelling of names please! Electronic version of form available on the SGCNZ website and by request. This form MUST be used – do NOT send choices in body of an e-mail. NB: Whilst every effort will be made to allocate the favoured two Workshops, owing to class size constrictions, the policy of no more than 3 from the same school in a Workshop, and other factors, a few might not get their choices. All are great anyway!! Master Lists take many hours to compile to equalise them – No late additions will be added to the lists (unless there is a name change – clearly state 'Workshop change' & school name in subject line if this absolutely must be done

NAME	1	2	3	4	5	6	7	NAME	1	2	3	4	5	6	7
Students								Teachers/Directors/Adults							

*Students not in cast or crew of groups performing at the National UOSWSF may attend at \$12.50 per student per Workshop. Two adults may attend free of charge per group. Additional Teachers/Adults may also attend at \$12.50 each per Workshop, ie \$25 for two Workshops per person.

Please note that each Workshop is only repeated once ie there are 2 consecutive sessions of each of the 20 Workshops Photocopy form if more space is required.

Return this form no later than **Thursday 6 May** to: Dawn Sanders and Charlotte Taylor, scan & e-mail to: sgcnz@sgcnz.org.nz or post to: SGCNZ PO Box 17 215, Wellington 6147 or fax: (04) 384 1301



PURCHASES - FOOD FORM (E)

"Sit down and feed, and welcome to our table." - As You Like It Act II, sc 7

Return this form no later than Thursday 6 May.

Interacting with students from other schools over meals is an integral part of SGCNZ's National University of Otago Sheilah Winn Shakespeare Festival. We therefore offer pre-ordered lunches on Saturday and Sunday at the MFC at cost price.

We strongly encourage all students and accompanying personnel to take this opportunity to meet others from throughout the country. This is a highly valued aspect of the Festival, often stated so by students afterwards. Although there will not be an organised shared dinner on Sunday this year, we have included a list of all restaurants and cafes offering dinner at that time. Booking is advised.

NB: Eating and socialising together is an important part of the Festival. Do make sure to be there at least for one of the lunches to get to know some of the other students, teachers, and Shakespeare fans.

Morning and afternoon tea will be available for purchase each day at the venue outlets, as well as various other snacks. Bring \$2 coins.

Meal tickets will be included in your Festival Welcome Pack which you collect from the Festival Desk when you register. **Meal Tickets MUST** be presented to uplift food ordered.

The prices quoted are at cost to us from the supplier, Sarah Searanacke. See menu attached. Prices are inclusive of GST.

Name of School: _

Contact Person: _

PACKED LUNCHES @ \$12.50 each day

Excellent quality and value - see attached details.

	Total # Saturday	Total # Sunday	Cost @ \$12.50 p day
No. with meat			
No. Dietary Requirements – meal covers			
Nut Free, Gluten free, Vegetarian			
No. vegan			
Other dietary requirement/s:			
Total number of lunches / amount owing:			

Please transfer the amounts to the remittance advice form enclosed and pay all amounts with electronic payment by Thursday 21 May. An electronic version of this form is available on the website.

Please return this form no later than **Thursday 6 May** to: Dawn Sanders and Charlotte Taylor scan and e-mail to: <u>sgcnz@sgcnz.org.nz</u> or post to: SGCNZ, PO Box 17 215, Wellington 6147 or fax: (04) 384 1301



"There's not a minute of our lives should stretch without some pleasure now." – Anthony and Cleopatra Act I, Sc 1

PURCHASES - PERFORMANCE TICKETS & PERFORMANCE PASSES – FORM (F)

Return this form no later than Thursday 6 May.

Entry to performances is free for students selected to perform in the Festival who are wearing their Name Tags which act as Performance Passes, and for up to 2 supervising adults per school, Regional Representatives, NSSP Direct Entry Students, allied Competition Finalists and SGCNZ YSC 2020/21 members. The passes are non-transferable, and MUST be worn to gain entry free of charge.

Non-Performers not in the above categories, and other audience members, are required to purchase tickets. Those attending with a group may pre-purchase tickets prior to the event on this form or on-line via <u>www.ticketmaster.co.nz</u> or buy them at the box office for each of the three sessions - Saturday, Sunday daytime and Sunday evening. Weekend passes are available, these are valid for all three sessions. Booking fees will apply. Pre-paid tickets will also be included in your Pack. Those entering wearing Name Tags must use Doors 1 and 6 to enter the auditorium at the MFC. Others use Doors 3 & 4.

Programmes will be \$7 - ideal inclusion for students' CVs and record of this special event, with information about other 'offers'!

PURCHASES - SGCNZ UOSWSF PERFORMANCE TICKETS

Name of School: _____

Contact Person: _____

No. of Tickets	Adults @ \$30ea	Adult Friend /Associate @\$25ea	Concession @ \$20ea	Students @ \$15ea	Student Friend @ \$12 ea	Child @ \$10ea	Total Cost
Saturday 5 June							
Sunday 6 June day Sunday 6 June eve							
Weekend Pass	Adults @ \$75ea	Adult Friend /Associate @\$65ea	Concession @ \$50ea	Students @ \$40ea	Student Friends @ \$35ea	Child @ \$25ea	Total Cost
Valid for all 3 sessions - #							
Grand Total Cost							\$

Transfer this information on to the Statement of Accounts Form

Please transfer total costs to the Statement of Accounts Form. Only direct credit amount needs to be furnished to cover all pre-payments for workshops, tickets, merchandise & meals.

NB There are separate forms for filming which go directly to Glass Gecko Films

Photos will be available on-line - ordering details will be in your Welcome Pack



ASSESORS' & SELECTORS' FEEDBACK AND INSPIRING CAREERS FORM (G)

It is essential for Parliament Security that they have a list of all attendees prior to the event. As this has to be compiled and submitted by SGCNZ to Parliament by no later than Thursday 6 May, please complete this form and return to us as soon as possible. If you wish to submit more names, please send another copy of this form and write in List 2 or 3 or...

The Assessors' & Selectors' Feedback session and talk and Q&A about their inspiring careers is free of charge for performing students and 2 accompanying supervisors. For all other attendees a fee of \$10 per adult and \$5 per student and/ or Non Performers applies.

We are required to supply e-mail addresses of every attendee for security.

Name of School/Homeschool/Community Group: Please write clearly or type

List No_____

First Name	Surname	State whether Student/Parent/ General Public/	Email address

Total cost for attendees @ \$10 per adult & \$5 per student: Total Number Students: Adults: Please note that students performing at the Festival + two accompanying supervisors may attend free of charge!

SGCNZ SHAKESPEARE GLOBE CENTRE NZ Merchandise Order Form

	Female Female Male Female Unisex Unisex Unisex Unisex Unisex Female Male	S S	M M M M M M M M M	L L L L L L L L L	XL	2XL 2XL 2XL 2XL 2XL 2XL 2XL 2XL 2XL	3XL 3XL	4XL 4XL	5XL 5XL			\$38.00	
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	Female		M	L	XL	2XL	3XL	4XL	5XL			\$70.00	
		S	IVI	L	XL	2XL	3XL	4XL	5XL			+ \$5 for 2XL & larger	
	Malo		М	L	XL	2XL	3XL	4XL	5XL				
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	Female	S	М	L	XL	2XL	3XL	4XL	5XL			+ \$5 for 2XL & larger	
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		Per	Pen \$3			Globe Book Very Public Hangings \$23				ıs \$23		Total no. of	items:
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gs \$20 Note			epad \$5	5		Globe Colouring-In Book \$12							
Badge \$6 - gold or silver						Serendipity By Design Boo	ook \$40						
gsaw	/\$12					Satchel \$27.50							
		ale,The wo				Card \$1.50 - Globe Hang Interior, Venus, Adonis, A or Complete works							
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Name:	
Postal Address:	
	Post Code:
Phone:	Mobile:
E-mail address:	
School:	Date of Order:
Payment method	(please tick): Prepaid cash Please invoice Internet banking payment made on
-	Code as: Merch [& your name]
	SGCNZ Account: 11-7234-0200971-11 SGCNZ GST # 93-766-806
@25/3/2021	

SGCNZ NATIONAL UNIVERSITY OF OTAGO SHEILAH WINN SHAKESPEARE FESTIVAL 2021

in association with University of Otago. Ministry of Youth Development, Creative New Zealand, Sheilah Winn Trusts, Venues Wellington, Trinity College London, Wellington City Council, Otago Community Trust



STATEMENT OF ACCOUNTS FORM (I)



Return this form no later than Thursday 20 May 2021

Write all totals for payment on this page. Payment may be made electronically, but this form must still be sent in. (NB: SGCNZ is GST registered # 93-766-806)

Name of School/Homeschool/Community Cluster(if applicable): _____

Post Code: Postal Address: _____

Contact Name: _____ Category if individual attendee: _____

Complete payment schedule for:

	Total No.	Cost	Total to pay
WORKSHOPS			
Extra Attendees		@ \$12.50 ea pp per Workshop	

FOOD

@ \$12.50 ea p day Lunches

PERFORMANCE TICKETS

Grand Total	As per Ticket page	

Assessors' & Selectors' Feedback and Inspiring Careers Talk & Q&A

Adults (non-performing)	@ \$10 ea	
Students (non performing)	@ \$5 ea	

MERCHANDISE

Grand Total	As per Merchandise order form	
	FULL GRAND TOTAL	\$

Tick if making electronic payment to SGCNZ Acc: 11-7234-0200971-11 Date made:

Code as: UOSWSF Fees + School/Individual Name Payment due: Monday Thursday 20 May 2021

Send the original of this page to: SGCNZ, PO Box 17 215, Wellington 6147 or fax to 04 384 1301 or scan and email to: sgcnz@sgcnz.org.nz Retain a copy for your records.

Receipts will be issued at the National UOSWSF or posted if preferred - if the latter, please send a stamped addressed envelope to ensure it is sent to the appropriate person.

Signed	
--------	--

Name

Date

VIDEO ORDER FORM for YOUR ITEM (J)

PLEASE NOTE that no personal filming is permitted during any of the performances.

Actors, Families and Schools ... you can purchase the MP4 file of your own schools' item for \$40 (GST inclusive). It will be emailed to you for download and can be forwarded to other members of the performance group for them to download too (for no extra cost). MP4 file orders will be emailed by 20 July.

You can also subscribe to our Video On Demand service to see all the Award Winners, the Awards and the SGCNZ YSC performance for this year AND prior years. See further below for how to do this. 2021 footage will be published by August at the latest.

Your Name	
School/HomeSchool/Group Name & Item#	
	#
Email	

Phone: _____

You can purchase online at: www.glassgeckofilms.com with payment by credit card.

To pay by Internet Banking: Westpac Account no: 03 0547 0650541 01

Please put Your (order) Name and "SGCNZ" as the Reference.

Orders can be placed on event days at our table at the venue.

If you require an invoice then please ask.

Email us if you have any questions: glassgeckofilms@gmail.com

Note: we are GST Registered and will supply GST receipts to purchasers.

Video Subscription Service

Want to see scenes by those who entered our e-Festivals last year?! Also live scenes from previous years!!

SCGNZ University of Otago Sheilah Winn Shakespeare Festival 2017, 2018, 2019 & 2020 award winning items from 20 different plays, plus the six plays from the 2017 & 2019 SGCNZ National Shakespeare Schools Production, and the performances from the SGCNZ Young Shakespeare Company at the 2017, 2018 & 2019 Awards Night.

Subscription Costs

To Binge (US\$10 a Month*) Or Not To Binge (US\$40 a Year) That is the Question!

(* Monthly Subscriptions are recurring until terminated, so choose the Annual option for better value) Click the "SGCNZ Shakespeare On-Demand" link on our web site Home Page

www.glassgeckofilms.com

Or go directly to: http://glassgeckofilms.vhx.tv