

**SGCNZ REGIONAL University of Otago Sheilah Winn
Shakespeare Festivals 2022
~ Modus Operandi**

Start to register your scene/s on the University of Otago hosted website for SGCNZ as soon as possible. Go to otago.ac.nz/shakespeare and click on Register Now.

On the **Main Menu** page, click on **Enter Festival**. Read the full page and click on **I Accept** at the bottom of it.

Complete as much of each scene's details as you can, ensuring that you write down and take a photo on your phone of the **Access Key** number and your **Password**. (NB SGCNZ cannot recover the latter for you.)

Using these, you can go in as often as you like via **Modify** on the Menu page and enter additions and alterations.

All groups should film their scene/s as soon as possible in case of all having to 'Go Digital'.

This can be refilmed as many times as you wish up till submission if your entry is *Digital*.

This means it can also be used as a way of viewing your own scene mid-rehearsals, even if your Festival is 'Live'.

If a whole Region decides to 'go digital', the films can be submitted and will be assessed in the same way as in 2020 year, through the process outlined in the Guidelines. If just a few schools are closed, they can submit their scenes on film, via Glass Gecko Films, to be assessed by the Region's assigned Assessors and selections made under the same policies, and the others remain live.

The 2022 SGCNZ University of Otago Sheilah Winn Shakespeare Festival Filming Guidelines are on the SGCNZ sgcnz.org.nz and University of Otago otago.ac.nz/shakespeare websites for use this year for groups to follow with regard filming rules, if live performing is not possible.

Modus operandi for each of the 24 Region SGCNZ UOSWSF with name of its Regional Representative: *(See Festival Schedule for contact details of each)*

Aoraki – Eliza Williams – Live Festival

Our intention is to run the Festival in-person if possible, although audience would be limited to participating students and teachers. However, due to the current uncertainty surrounding gatherings for live performance, we are asking all schools to prepare a video submission in addition to rehearsing for a live performance. We will confirm by Monday 4th April whether the live Festival will go ahead on Friday 8 April; if we are unable to gather in person, your videos will be sent to the assessors as your official submission. Please note that **vaccine passes will be required** to enter both the Regional and National Festival venues.

Auckland Central – Sarah Spicer – Digital Festival

Due to the uncertainty of the Covid traffic light system the SGCNZ University of Otago Sheilah Winn **Auckland Central Regional Festival**, will be a digital festival. We have had to make the decision to cancel the "live" festival as it is impossible in our venue. I know that this is disappointing, as the festival has huge value to everyone involved. We hope that you will still be part of this amazing experience and the competitions.

The entries will be due to be with Glass Gecko Films 12 days before the Festival date of the 11th of April – ie by 31 March.

All results will be sent via email. Please contact me if you have any questions. Attached are further details about recording your scenes. I hope that this helps your planning and that your groups will be able to give it a go.

Auckland North – Stewart Allan - *Digital*

The Auckland North Regional SGCNZ UO Sheilah Winn Festival this year will be held in a digital format. The purpose for taking these actions is to protect our students and for social distancing. This will mean that all entries should be filmed with the footage being uploaded at least 12 days prior to the Festival which will be Sunday 27th March to Glass Gecko. These details can be found on the SGCNZ website.

Results of the Festival will be emailed to all participants.

I wish all those involved the very best of luck and please do not hesitate to contact me if you have any questions.

Auckland South & East – Jacqueline Hood – *Live*

We hope you want to be part of this wonderful event for the students. It is a fair bit of work but the students get so much out of it and I would encourage you to consider entering this year. Please email me of your intentions to perform so I can begin planning thanks – there are options so please do not be put off by the state of play.

As it stands we at BDSC are trying to do a live outside performance and hosting live, whilst encouraging all schools to record their performances as a back up for the performance and if they need to submit digitally. The bubble of audience and school that the limit for the audience outside will be 30 to enable socially distanced seating with masks. We have done some measuring and this appears to be the amount that we can fit in the space to enable safety for our Assessors. Schools will perform sequentially.

As we know things are changing every day – and I am currently isolating at home.

That said some schools may get to the stage where they cannot attend but they could submit their performance digitally and this can be done through One Drive links. I will send more information on this. These will then be submitted to the assessors - watching live on the day and will be seen and judged in the regional festival.

However, there may be a point at which Botany Downs Secondary School may have to decide as an organisation to go digital - if numbers at our school escalate, or Shakespeare Globe Centre NZ (SGCNZ) could make a call and make the Festival digital, for all.

Plan for live, at this stage but record performances as you go, get a "**best version**" ready to submit and hope that numbers do not impact too much and we are able to stage the performance live.

I know some of you are worried about cast members coming and going due to isolation but do not worry.

We have been assured that individuals can stand with script on stage to take the place of another cast member who is unable to perform.

Double casting has been encouraged/understudies if this is possible for you.

If your school does not want your students to perform live to assessors in the outside theatre space you can still register and send in your performance – which should not be a “film” but a recorded live performance.

Auckland West – Leigh Sykes - Live

The Auckland West SGCNZ University of Otago Sheilah Winn Regional Shakespeare Festival will take place on Sunday 10th April in the Dove Theatre, Kristin School. At this venue, all participants over the age of 12 years and 3 months at the event will require a [My Vaccine Pass](#).

Each school will receive a time slot for their arrival, placing call, and performance of their scenes for the assessors. Each school will then depart before the next school arrives in the venue – ie in their own 'bubbles'.

Each school should ensure that a version of each of their scenes is filmed as soon as is practicable, so that if a group is then unable to perform on the day of the festival for any reason (e.g. issues relating to Covid-19), then the filmed version of the scene will be shown to the assessors during the school's session on the Festival day. It is intended that the outcomes of the Festival will be shared with all participating schools via email after the conclusion of the performances.

Assessors and venue staff will be distanced from all performers throughout the event.

At this venue, all participants over the age of 12 years and 3 months at the event will require a [My Vaccine Pass](#).

Each school will receive a time slot for their arrival, placing call, and performance of their scenes for the assessors. All performers will need to arrive at the venue in costume and makeup, ready to perform, as there will be no access to changing facilities.

Each school will then depart before the next school arrives in the venue – i.e. each school will remain in its own 'bubble' throughout.

Each school may have no more than a total of 75 performers, teachers, helpers and audience members present during their allocated performance slot. More information about audience seats will be made available once each school's scene entries have been confirmed.

Each school must ensure that a version of each of the scenes they are entering into the festival is filmed as soon as is practicable, so that if a group is unable to perform on the day of the Festival for any reason, then the filmed version of the scene will be shown to assessors during the school's session on the Festival day.

It is intended that the outcomes of the Festival will be shared with all participating schools via email after the assessors have made their decisions.

The website for entries is now open [here](#). Please make sure that you start entering your scenes as soon as possible, and note that the closing date for entries is **Friday 1st April**. Adhering to this closing date will ensure that performance times can be allocated in a timely fashion.

My school (Kristin School) would actually be happy to have an event where schools perform together, but creating this format now will give schools some certainty as they begin to prepare their entries, and hopefully reassure some schools that may be apprehensive about attending an event.

Bay of Plenty – Wayne Flanagan - Live

1. SGCNZ University of Otago Bay of Plenty Regional Festival will be held Term 1 Week 9, Wednesday 6 April 2022, at Mount Maunganui College Hall at 6pm or via video upload if required.

Entry: Vaccine pass for performers, crew, teachers at the live venue and for all scenes wanting to be chosen for the National festival. No general public entry.

Registrations close: Wednesday 16 March

2. The venue has a **vaccination pass entry** so all participants must produce a vaccine pass on arrival. If not available that participant will not be granted entry.

3. Only participants may enter. These include students directly involved with the scene(s) and teachers in charge of their schools. **There will be no general public admitted.**
4. Each school will perform their piece on stage in front of the adjudicators.
5. Performers may perform on stage without masks.
6. While waiting to perform, schools will be in their bubbles in the dance and drama rooms.
7. It is possible to have a small audience of other performers watching in the hall. This will be managed on site as there is a mandated limit of people allowed in the venue. It depends on how many are in the cast, crew, tech teams etc as to how many can view the performance. Schools will sit in their bubbles in this instance.

All details must be registered by Wednesday 16 March 2022

Please let me know immediately if you will be entering as there are many details to be organised so we can have a successful and fulfilling festival this year. Please email me with any questions, comments as I am sure there will be considerations I have not thought of. The aim is to facilitate the requirements of all schools. If you have a way to perform, perform!

Buller/West Coast – Louise Longbottom – Digital

For obvious reasons, given the atrocious weather the West Coast has been deluged with over the past few weeks, the Buller/West Coast Festival will be entirely on Zoom.

Register your scene on the SGCNZ UOSWSF page hosted the University of Otago website otago.ac.nz/Shakespeare as soon as possible.

Please ensure your entries are sent to Glass Gecko Films, as per the instructions, by 12 days before our Festival date.

Canterbury ki te Raki – Briar Patrick - Live

Our intention is to run the Festival in-person if possible, although audience would be limited to participating students and teachers. However, due to the current uncertainty surrounding gatherings for live performance, we are asking all schools to prepare a video submission in addition to rehearsing for a live performance. We will confirm by **Friday 1 April** whether the live Festival will go ahead on **Saturday 9 April**; if we are unable to gather in person, your videos will be sent to the assessors as your official submission. Please note that **vaccine passes will be required** to enter both the Regional and National Festival venues.

Canterbury ki te Tonga – Tegan Patrick - Live

As above, though the date of the Canterbury ki te Tonga SGCNZ UOSWSF is on Sunday 10 April.

East Coast – Jill White - Live

Assessors will visit the schools and assess them in each.

Hawke's Bay – Amy Edwards - Live

IF you can rehearse and still put an entry in - DO SO.

Please be mindful that the Ministry is wanting us to limit contact with students across year levels and you should be able to contact trace. Maybe you can adapt and do it as a class performance - under theatreform or techniques, that way it is still 'curriculum based'. However, that brings in the next complex aspect.

Vaccine passes will be required at the venue. We are not actually allowed (as teachers) to ask for evidence of the vaccine pass. It really is a high trust model letting the students know before they commit to performing at the festival, they will have to bring it on the day.

If your school is limiting extra curricular activity - you could encourage students who still wish to participate to enter as a 'community group'.

When you're rehearsing, they have suggested that you film it often. Then if anything happens you can submit a rehearsal video in the worst case situation.

Depending on the schools entering and the current traffic light setting at the time, we may not be able to have a live audience. It may be one school at a time - performing in front of the adjudicators.

Ultimately if you can still participate, please do. Be prepared to participate digitally (submit your piece by film) and cross all appendages and hope for a live performance.

Kapiti – Chrissy Perry - Live

We are still holding a 'live' festival at Te Raukura ki Kapiti . We will not have an audience at this stage but if requirements change then we may instigate door sales. Must be prepared to participate digitally (submit your piece by film) and hope for a live performance. **Please enter asap www.otago.ac.nz/shakespeare** Please enter as much info as possible. It is all used. Entry closing date is the 28th March.

Current venue requirements mean all involved must have a vaccine pass.

Our assessors will be distanced.

All attendees will need to sign in using the QR code for the venue.

Each school will be given an allocated time to enter venue and tech/dress rehearsal and then performance. Separate green rooms dependent on an entity numbers which are unknown at this stage. Each school will be allocated enough time to set up.

Masks will also need to be worn at all times, except for during the performance.

Exploring the use of live streaming.

Marlborough – Shalom Del'Monte-Aberhart - Live

1.) The Festival is still going ahead as a live event. This will take place on Saturday 9th April at The Anderson Theatre in the ASB Theatre Blenheim. Your time will be given to you after entries close on the 25th March. Please ensure that your groups keep the entire day clear.

2.) This will be a vaccine pass event. This includes all students taking part, all adults helping and all audience watching. Anyone turning up without a valid vaccine pass will not be allowed on the site. Please ensure that your students are aware of this. You do not need to ask them if they are vaccinated, you just need to inform them that they will not be allowed entry on site if they do not have a vaccine pass. Masks will also need to be worn at all times, except for during the performance.

3.) Schools and community theatres will be placed into bubbles, depending on the number of entries and schools/groups taking part.

4.) Our limit is 100 people - including all students taking part, all adults helping and all audience watching. Tickets will be available, but if there are 40 people in one bubble, there will only be 60 audience tickets available for that bubble. If there are 60 people in one bubble, then only 40 audience tickets will be available - and so-on.

5.) Entry closing date is the 25th March - this is to give time for the tickets to go on sale and for me to organise bubbles and performance times.

6.) Entries are submitted electronically through this [website](#). It is quite simple to follow, but please enter as much information as possible. It is all used.

7.) Encourage your students to film their piece regularly. Both to help with improving their performance and in case they have to submit an electronic entry.

8.) Please, please get your entries registered as soon as possible.

9.) The National Festival will also be a vaccine pass event.

10.) If you have not received the information pack with the criteria etc, feel free to contact me and I will scan mine and send it to you via email.

11.) Any questions email me, or phone on 0276441513

12.) Have fun and enjoy the wonderful world of Shakespeare.

Nelson/Tasman/Golden Bay - Live

Our decision for the region is that the Assessors will travel to the schools - probably only 4 - 5 at a time that works for the Assessors and the school.

Otago – Debbie Vercoe - Live

Based on the fact that the King's and Queen's Performing Arts Centre is currently available to outside groups and operating under Red light guidelines (up to 100 people with vaccine passes, masks, social distancing and a state of the art ventilation system) we are able to plan for a live event.

Each group/school will be given a time to be onsite and they will perform for the adjudicators. Depending on numbers in each group, we may be able to double up schools per session and/or allow for a small invited audience.

Groups will be urged to video their scenes as early as possible, by way of a backup.

Rotorua/Lakes – Candice Stevenson – Live

We are still holding a 'live' festival. Which will be held at John Paul College, in the Thurston Performing Arts centre Outdoor theatre. However, to be live the school would like the following procedures in place:

All involved must have a vaccine pass. (Performers and audience)

Our assessor will be distanced.

All attendees will need to sign in using the QR code for the school.

Each school will be given an allocated time to enter school premises

Each school will be given an allocated time for all their performance order (I will work schedule to allow for crossover actors).

Each school will be allocated enough time to set up but will be required to come in costume/ make as there will be no changing facilities.

Audience of each school will be seated in their own bubble/ Whanau socially distanced from others.

Audience will be required to wear a mask throughout the festival.

Each school will be given a certain amount of tickets for presale. (KOHA for entry)

No school will be able to be an audience member for another school and each audience will have to leave in the change over period (essentially bubbles).

If the weather is poor/raining we will be able to do a live performance in the Thurston Theatre. Will run with same set up as above.

South Waikato – Viv Gowdy de Vallejo – Digital

It is planned that each group films its group/s in their own schools/spaces to their own live audience and submit them as per the instructions to Glass Gecko Films 2 weeks before our Festival date. They will be assessed by our own Regional Assessors.

Southland – Jo Buist - Digital

We will go digital for the regional and be prepared for live at Nationals if possible. Filming can't be 'too clever', but can be filmed in a location (possibly with a wee audience) or on a stage.

Tai Tokerau – Debi Walters-Brown

TBA

Taranaki – Suzanne Blackwell – *Live or Digital*

Our modus operandi for Taranaki will consist of three options depending on the Covid situation at the time of the Festival:

1. All performances on video as per the attached guidelines ..”In the wings” They will be then uploaded to the Glass Gecko website (see attached document) This can be an ongoing process up until the due date.
2. Students assessed by judges in school depending on school policy.
Both Judges Double vaccinated and boosted.
3. School performances at the Kings Theatre in a safe format - possibly individual or in separated groups and times.

Waikato – Dwight Ashton - *Digital*

An e-Festival (digitally) only.

Wairarapa – Marilyn Bouzaid – *Live & Digital*

We are planning for the SGCNZ Wairarapa UOSWSF to still able to have a live performance on 12 April with 4 colleges. One will only present a Video version.

Wellington – Mike Brady - *Live*

To comply, our current plans are:

- To hold the SGCNZ Wellington UOSWSF over the 3 evenings on 11, 12 and 13 April 2022 from 7.00pm (or earlier start if numbers require this)
- Festival entries need to be made on website kindly hosted for SGCNZ by the University of Otago: www.otago.ac.nz/shakespeare as soon as possible so that we have an indication of numbers involved
- Each school, homeschool and community group will have specified times, with limits on audience numbers, to ensure there are no more than 100 of them, with 1m distancing, in the venue at any one time
- It is noted that, as stated in the rules via the Ministry of Education, this total does not include performers or ‘workers’ facilitating the event
- Having My Vaccine Passes checked on entry and mask-wearing will be obligatory
- Actors do not need to wear masks when performing
- Each group will be required to report that there are no cases of Covid in their cast and school/cluster prior to arrival
- By having the scenes from each school performed in a block consecutively, we will be able to manage the timing for them to leave the venue

- Normally we advise school groups to stay and watch others; however, this year, we will encourage them more strongly than ever, to purchase the video of the scenes.
- Order forms will be available for these and merchandise will be available
- Exploring the use of 'live-streaming' is also being considered
- As per the SGCNZ criteria, simplicity of staging is paramount
- These are that there is a 2-minute set up of the stage and 'strike' at the end
- Basic lighting will be used
- *The play's the thing*
- However, every effort will be made to provide the preferred method - of holding them 'live'.

Whanganui/Manawatu/Rangitikei – Karen Craig

TBA

- Dawn Sanders, SGCNZ CEO M: 027 283 6016 E: dawn@sgcnz.org.nz

28/2/22