

FAMDA One Act Play Festival – Production Schedule

Festival Dates: Last Saturday and Sunday in August

Location: Foster War Memorial Arts Centre

Example dates within this document are for the 2025 Season. Please adjust dates for the new season.

12-Month Schedule Timeline

✓ 10–12 Months Prior (September–November 2024)

- **Confirm Festival Dates** with the FAMDA Committee and VDL.
 - **Book Venue** for:
 - Performance dates (30–31 Aug 2025)
 - **Apply for VDL Endorsement**
 - Submit application via VDL website
 - Review judging criteria and festival compliance rules
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✓ 8–9 Months Prior (December 2024–January 2025)

- **Form Festival Committee**
 - Roles: Festival Director, Stage Manager, Publicity Coordinator, FOH Manager, Technical Director, Volunteer Coordinator, Adjudicator Liaison
 - **Set Festival Entry Conditions**
 - Entry fees, deadlines, time limits (10–45 minutes per play), bump-in/out rules
 - **Book Adjudicator**
 - Preferably a VDL-endorsed adjudicator
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✓ 6 Months Prior (End of February 2025)

- **Release Festival Entry Forms**
 - Via VDL Circular, FAMDA channels, social media, and direct outreach
 - **Draft Budget**
 - Income: Entry fees, ticket sales, sponsorship, Bendigo Bank
 - Expenses: Adjudicator, hall hire, printing, licenses, tech hire
 - **Contact Potential Sponsors/Supporters**
 - Bendigo Bank, add extras here
 - **Submit Application for Bendigo Bank Grant**
 - Applications are made via Bendigo Bank webpage.
 - There are instruction on FAMDA website
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✓ 5 Months Prior (March 2025)

- **Open Call for Volunteers**
 - FOH, box office, ushers, catering, technical crew, stage managers
 - **Organise Insurance & Risk Management**
 - **Design Festival Poster & Identity**
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✓ 4 Months Prior (April 2025)

- **Begin Publicity Campaign (Stage 1)**
 - "Save the Date" announcements
 - Media outlets, social media, local newsletters, website
 - **Set Up Try Booking**
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✓ 3 Months Prior (May 2025)

- **Close Entries (mid-late May)**
 - Confirm acceptance and fees received
 - **Draft Festival Program**
 - Session breakdowns (e.g. Sat Matinee, Sat Evening, Sun Matinee)
 - **Technical Requirements Survey**
 - Email to participating companies requesting:
 - Lighting/sound cues
 - Props & bump-in needs
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✓ 2 Months Prior (June 2025)

- **Publicity Campaign (Stage 2)**
 - Media release, local radio, newspaper feature
 - Begin poster distribution
 - Push on social media: cast previews, "Meet the Group" etc.
 - **Order Trophies / Certificates**
 - **Participants Arrange Licences (APRA/AMCOS) if music is involved**
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✓ 6 Weeks Prior (Mid-July 2025)

- **Contact Applicants**
 - Allocate timeslots
 - Communicate to directors
- **Print Program Draft**
 - Collect bios, synopses, acknowledgements

✓ **4 Weeks Prior (End of July 2025)**

- **Confirm All Volunteers**
 - FOH, box office, usher roster
 - Tech & backstage crew availability
- **FOH Briefing Documents Created**
- **Run First Full Production Meeting**
 - All department leads meet

✓ **2 Weeks Prior (Mid-August 2025)**

- **Publicity Campaign (Final Stage)**
 - Paid ads if budget allows
 - Event posts, last-minute interviews
- **Send Final Program to Print**
- **Set lighting to standard festival lighting**
- **Conduct Final Tech Checks**
- **Receive Props/Lighting Plans**

✓ **Festival Week (25–31 August 2025)**

- **Monday–Thursday:** Venue prep & final technical set-up
- **Friday 29 August:**
 - Tech rehearsals (day/evening)
 - FOH and box office briefing
- **Saturday 30 August**
 - Festival Day 1
 - Sessions begin 10am~5pm, with evening session
- **Sunday 31 August**
 - Festival Day 2
 - Sessions begin 10am~4pm,
 - Award Ceremony (approx. 5–6pm)
- **Post-Festival Up**
 - Pack up tables and chairs
 - Tiered seating moved back into place

✓ **1 Week After (Early September 2025)**

- **Send Adjudicator Feedback to Groups**
- **Thank Volunteers and Participants**
- **Publish Festival Photos & Results**
- **Hold Debrief Meeting**
- **Submit VDL Report and Wrap-Up**

Key Support Roles

- **Festival Director** – oversees all aspects, compliance with VDL
- **Stage Manager (per session)** – coordinate backstage movement
- **Lighting & Sound Operator** – per session or dedicated crew
- **FOH Manager** – manages ushers, box office, program sales
- **COVID/Health Safety Officer** – if required
- **Volunteer Coordinator** – shift scheduling, communication

Important Actions

- **Book Hall for Friday Setup** - no rehearsals allowed