



TERMS AND CONDITIONS FOR THE REQUEST FOR PROPOSALS

FOR THEATRE GROUPS OR INDIVIDUALS NOT RESIDING IN CYPRUS

2019 INTERNATIONAL FESTIVAL OF ANCIENT GREEK DRAMA

The Cultural Services of the Ministry of Education and Culture, the Cyprus Centre of the International Theatre Institute (CCOITI) and the Cyprus Tourism Organisation (the “Organisers”), announce the twenty third edition of the “International Festival of Ancient Greek Drama”, which will be held during the entire month of July 2019, in Cyprus.

The International Festival of Ancient Greek Drama has established itself as a distinct cultural institution with an international testimony. The selected performances are presented in open-air amphitheatres, such as the Ancient Odeon in Paphos, the Curium Ancient Theatre in Limassol and the “Skali” Amphitheatre in Aglantzia.

The Festival presents performances of Ancient Greek Drama that project the specific nature of ancient Greek drama and submitted proposals must be based on the original text of the tragedians and comedians of Greek antiquity.

Interested theatre groups and/or individuals should consider the following:

A. Quality of the proposals:

1. The submitted proposals should be clear and concise regarding the artistic part of the performance, the cast, credits and the theatre group / company details.
2. The proposal should include the producer’s profile (theatre group or individual), the theatre group’s or individual’s profile, the translator, the director, the cast and credits of the performance and the proposed dates during which the theatre troupe can travel to and perform in Cyprus, in the event that the performance is selected. The proposal is valid only if a recording of the performance is sent to the CCOITI (mp4 or AVI version or link).
3. All proposals will be reviewed by the Selection Committee which consists of two members representing the Cultural Services of the Ministry of Education and Culture (one of whom will chair), two members representing the Cyprus Centre of the International Theatre Institute, one member representing the Cyprus Tourism Organisation and two ex officio members who will be appointed by the Minister of Education and Culture. The Selection Committee will select the performances, which will participate in the Festival, according to the “Selection criteria for theatre groups or individuals not residing in Cyprus”, p. 4.

B. Procedural:

1. The selected theatre groups or individuals will sign a contract with the CCOITI.
2. If a proposal is submitted by a mediator, an official letter from the theatre group or individual should accompany the application, stating that the theatre group or individual authorize the mediator to submit on their behalf.
3. Admission tickets for all performances are issued on behalf of the CCOITI. ALL rights of admission are reserved by the CCOITI.
4. A proposal is considered valid only if it is submitted within the required deadline and all related material (artistic and technical) are included in the official form.
5. All proposals from theatre groups or individuals expressing interest in participating in the “2019 International Festival of Ancient Greek Drama” should be submitted using the form available at www.greekdramafest.com.
6. **The deadline for submitting the proposal is the 10th of December 2018.** The proposal must be mailed, and the official post office stamp should be applied. The mailed proposals should be clearly marked as “2019 International Festival of Ancient Greek Drama” and should be sent to:
Cyprus Centre of the International Theatre Institute
38 Regaena Street,
1010 Nicosia, Cyprus
7. The envelope should include: the application form (the interested theatre groups or individuals should fill, stamp and sign the form), the theatre group’s or individual’s CV, the director’s and main cast member’s profiles (please note that the total number of cast and crew travelling to Cyprus should not exceed 28 persons), the cast and credits, a USB with high-resolution publicity photographs of the performance, audiovisual material of the proposed performance (in mp4 or AVI version or link) and the technical rider. All audiovisual material should be released of any copyrights and will be used for publicity reasons of the Festival.
8. The theatre group or individual is responsible for and must submit evidence proving that any rights regarding the artistic credits, creators, translation, music or any other essential element of the production that will be part of the performance is secured, such as but not limited to royalties, monetary, rights etc. These can be submitted after the performance has been selected and prior to the presentation of the performance, otherwise the selection will be considered void.
9. In the occasion that the submitted proposal is revised after its selection for participation at the Festival, the Organisers reserve the right to review or even cancel the participation.
10. The selected theatre groups or individuals will agree to give at least two performances of the selected production, in the context of the Festival, at one, two or three of the Festival’s venues. Interested theatre groups and/or individuals should study and evaluate the specifications for each venue, details of which can be found at www.greekdramafest.com/venues.

11. The CCOITI will provide the necessary audiovisual support for the materialization of the Festival according to the needs of each performance. The selected theatre group or individual will be requested to submit a complete list including all the technical requirements of the production. It is essential that all technical equipment can be adjusted to the Festival's theatre venues.
 12. After the selection of the submitted proposal, the theatre group or individual will be requested to submit: the final and exact full text of the performance, as voiced and presented on stage in an electronic editable format for surtitling requirements, the director's note, the profile of the theatre group or individual, the cast and full names of the production members, in English.
 13. The CCOITI will cover hotel accommodation (in twin rooms), 3 daily meals or per diems for meals, return airfares to Cyprus and local transportation (transportation from/to the airport, transportation to/from the venues, transportation to/from the hotels in Cyprus).
 14. The CCOITI will provide the venues for the set up, rehearsals and performances of each production and all local promotion related to each production.
 15. The Selection Committee preserves the right to communicate with other theatrical groups or individuals for participating the Festival, in the case that the submitted proposals do not meet the stated criteria.
 16. Submission of a proposal is equal to acceptance of ALL terms and conditions of the "Organisers".
- ❖ For more information or any clarification please contact +357 2267 4920 [Weekdays: 10:00 – 17:00 EET] or by email to info@ccoiti.org.cy

SELECTION CRITERIA

FOR THEATRE GROUPS OR INDIVIDUALS NOT RESIDING IN CYPRUS

2019 INTERNATIONAL FESTIVAL OF ANCIENT GREEK DRAMA

- A. Artistic level of the theatre group or individual, main cast and credits of the proposed performance
- B. Detailed documentation of direction and approach of the proposed performance
- C. Potential of the proposed performance to attract audience
- D. Feasibility with regards to the cost of presenting a proposed performance (including the technical requirements of the production).



PROPOSAL FORM FOR THEATRE GROUPS OR INDIVIDUALS
NOT RESIDING IN CYPRUS

PART I: INFORMATION ABOUT THE INTERESTED GROUP OR INDIVIDUAL

NAME OF THEATRE GROUP OR INDIVIDUAL:

.....

A. CONTACT INFORMATION:

THEATRE GROUP OR INDIVIDUAL REPRESENTATIVE

(name and contact details):

.....
.....

THEATRE GROUP OR INDIVIDUAL CONTACT PERSON

(name and contact details):

.....
.....

PRODUCTION MANAGER

(name and contact details):

.....
.....

Address: :

P.O. Box: City / Community:

ZIP: Country:

Tel. No.: Fax No.:

E-mail:

Website:

B. THEATRE GROUP OR INDIVIDUAL INFORMATION:

(Activities, goals, previous productions etc)

- *Attach in a separate sheet*

.....
.....

PART II: INFORMATION ABOUT THE PROPOSAL

1. Proposed performance

1.1. TITLE

.....
.....

1.2. PLAYWRIGHT

.....
.....

1.3. TRANSLATOR

.....
.....

1.4. DIRECTOR

.....
.....

1.5. DURATION

.....
.....

1.6. Opening night of the performance (*when it was first presented*)

.....
.....

2. Analytical information of the performance

2.1 Cast of the production – the submitted cast should be strictly adhered to (see point B9, p. 2) - *Attach in a separate sheet*

.....
.....

2.2 Total number of cast and crew travelling to Cyprus, as part of the performance [*Please name each one and their respective position/title. Total number should not exceed 28 (twenty-eight) persons.*]

- *Attach in a separate sheet*

.....
.....

2.3 Proposed participation dates at the Festival
(*Please indicate a time range of at least 7 days*)

.....
.....

2.4 Partners/ Co organizers (*if applicable*)

.....
.....

3. Description

Audiovisual material of the performance (mp4 or AVI version or link) is necessary (*Proposals that only include audiovisual material in websites will not be accepted*).

If a production is new and will be presented at the “International Festival of Ancient Greek Drama” for the first time, a detailed description of the direction, the approach and methodology must be included in the proposal (*Attach a separate sheet if necessary*).

.....
.....
.....
.....

4. **Biographical information of the main cast and credits of the performance**

- *Attach in a separate sheet*

.....

5. **Full technical rider of the performance** (sound, lighting and staging requirements according to the specifications of the Festival's venues).

- *Attach in a separate sheet*

.....

6. **Estimated cost for the presentation of the production at the Festival on an evaluation level**, reflecting the criterion D at the "Selection criteria for theatre groups or individuals not residing in Cyprus":

1. Fee for presenting the proposed production at the Festival (fee per performance)			
(a) fee for one performance (€)	(b) fee for two performances (€)	(c) fee for three performances (€)	Sub total
			€
2. Troupe's return airfares to Cyprus (Larnaca International Airport or Paphos International Airport)			
Route(s)	(a) number of persons	(b) amount (€)	Sub total
			€
3. Per diem (for meals)			
(a) number of persons	(b) number of days	(c) daily amount (€)	Sub total
			€
4. Cargo transportation to and from Cyprus <i>*Please note that the import and export must be conducted to and from Limassol's port</i>			
Route(s)			Sub total
			€
TOTAL EXPENSES			€

Comments or clarifications from the theatre group or individual regarding the cost:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

PART III: OFFICIAL DECLARATION OF THE APPLICANT

I, the undersigned (name of the applicant*), I make the following declarations:

1. I certify that information and documents communicated in the submitted proposal are complete and true.
2. I hereby accept the terms and conditions for participation at the “2019 International Festival of Ancient Greek Drama” as announced by the Organisers.

Signature:

Date: ___ / ___ / 2018 Stamp (**)

() Name of the representative of theatre group/company or individual for submitting a proposal*
*(**) For proposals submitted by operators*

PART IV: APPLICATION CHECKLIST

- 1. Theatre group's or individual's profile
- 2. Cast of the production / List of the cast and crew traveling to Cyprus
- 3. Biographical information of the cast and credits of the production
- 4. Audiovisual material of the production
- 5. Detailed description of the direction, the approach and the methodology
- *applies where the proposed production has not been presented on stage*
- 6. High-resolution publicity photographs of the production
- 7. Technical rider of the production (sound, lighting and staging requirements)
- 8. Evidence of legal representation or commitment or agreement with the
theatre group or individual, if a mediator proposes production of third parties

PART V: FOR OFFICIAL USE ONLY BY CCOITI

Submission date of the application: ___ / ___ / 2018

Signature:

Stamp