



## PROPOSAL TERMS AND CONDITIONS

### FOR THEATRE GROUPS OR INDIVIDUALS NOT RESIDING IN CYPRUS

#### 2024 INTERNATIONAL FESTIVAL OF ANCIENT GREEK DRAMA

The Deputy Ministry of Culture of the Republic of Cyprus, the Cyprus Centre of the International Theatre Institute (CCOITI) and the Deputy Ministry of Tourism (the “Organisers”), announce the twenty-seventh edition of the “International Festival of Ancient Greek Drama”, which will be held from the end of June until the beginning of August 2024, in Cyprus.

The “International Festival of Ancient Greek Drama” has been established as a distinct cultural institution with an international identity. The selected performances are presented in open-air amphitheatres in Nicosia, Limassol and Paphos.

The Festival presents performances of ancient Greek drama that highlight the distinctive nature of ancient Greek drama. Submitted proposals must be based on the original text of the tragedians and comedians of Greek antiquity.

All theatre groups and/or individuals interested in submitting a proposal, should take under consideration the following terms and conditions:

#### A. Quality of the proposals:

1. Submitted proposals should be clearly substantiated regarding the implementation of the proposed production (artistic and technical part), without being regulated by hypothetical and/or unclear elements.
2. The proposal should include complete information regarding:
  - I. the producer’s profile (theatrical company or individual)
  - II. the artists of the proposed production i.e., translator, director, cast and credits of the performance
  - III. proposed dates during which the theatre troupe can travel to and perform in Cyprus, in the event that the performance is selected.
  - IV. The proposal is valid only if an audio-visual recording of the performance is sent to the CCOITI (mp4 or AVI version or link).
3. In the event that the proposed production has not been staged before the application is submitted, the proposal must be accompanied by an extensive description of the directing approach and methodology, as well as the technical requirements of the proposed production always adapted for open-air amphitheatres. It is understood that in this case, too, the submitted proposal should include the information and material requested in point A.2 (I, II, III), p.1.





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### B. Procedural:

1. All proposals will be reviewed by the Selection Committee which will consist of: one member representing the Deputy Ministry of Culture (*who will also chair the Committee*), two members representing the Cyprus Centre of the International Theatre Institute, one member representing the Deputy Ministry of Tourism and three ex officio members appointed by the Deputy Minister of 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. 5.
2. The selected theatre groups or individuals will sign a contract with the CCOITI.
3. 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 authorizes the mediator to submit on their behalf.
4. A proposal is considered valid only if it is submitted within the indicated deadline and taken that all related materials (artistic and technical) are included in the official form. The submission of all elements (artistic and technical) is necessary for the examination of the proposal. It is noted that proposals that are overdue or not properly completed, or the information is incomplete or those proposals whose basic elements required are not mentioned (i.e., rates, technical specifications), will not be considered.
5. All proposals from theatre groups or individuals expressing interest in participating in the “2024 International Festival of Ancient Greek Drama”, should be submitted by using the form available at [www.greekdramafest.com](http://www.greekdramafest.com).
6. **The deadline for submitting the proposals is on Wednesday, January 17, 2024.** The proposal must be submitted by email at [info@ccoiti.org.cy](mailto:info@ccoiti.org.cy) with the indication “2024 International Festival of Ancient Greek Drama”.
7. The submitted proposal must be complete, including:
  - I. the application form (the interested theatre groups or individuals should fill, stamp and sign the form),
  - II. the theatre group’s or individual’s CV,
  - III. the director’s and main cast member’s profiles,
  - IV. the cast and credits,
  - V. a link with high-resolution publicity photographs of the performance,
  - VI. audio-visual material of the proposed performance (in mp4 or AVI version or link),
  - VII. the technical rider (lighting, audio and stage equipment).

All audio-visual material should be released of any copyrights in order to be used for publicity reasons by 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,



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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. On 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 present 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](http://www.greekdramafest.com/venues).
11. CCOITI will provide the necessary audio-visual 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 (technical rider). It is essential that all technical equipment can be adjusted to the Festival's theatre venues.
12. In case a proposed production is selected, the theatre group or individual will be responsible for the following:
  - I. To carry out the production (technical works, rehearsals, performances) during the predetermined schedules that the Festival will determine. In addition, they are obliged to supervise the group of cast and crew of their production in good cooperation with the Production Team of the Festival.
  - II. The lighting design and the operation of the sound and lighting console by their own staff during the rehearsals and performances at the Festival. Audio operators must comply with the Festival's and venues' regulations and instructions (e.g., the volume limit) during rehearsals and performances. In case of using specific lighting changes and/or strobe lighting and/or fast flashing lights, those must be stated to the Festival.
  - III. The obligation to protect the safety and health of the crew (artists and technicians), by taking all the appropriate measures.
  - IV. Submitting to CCOITI a certificate of Employees Liability Insurance regarding the cast and crew of the production.
  - V. To complete and submit the "Performance document" which will be given by the CCOITI. The presentation of this form is necessary for the event that during the performances, specific objects or actions are used, which may cause harm to the audience.
  - VI. Sending and submitting all the requested information/data/material for the presentation of the production, based on the time schedules specified by the Festival. For non-compliance with the Festival's schedules, an amount of 50.00€ (fifty Euros) per day of delay, will be deducted from the amount of the total fee.
13. The theatre group or individual, will be responsible for compliance with all the health protocols regarding the spread of the COVID-19 pandemic, announced by the Ministry of Health of the Republic of Cyprus. Therefore, all the artistic, technical, and other staff of each production must follow the protocols upon their entry and during their stay in Cyprus.
14. After the selection of the submitted proposal, the theatre group or individual will be requested to submit to the Festival:



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- I. the final and exact full text of the performance, as voiced and presented on stage in an electronic editable format for surtitling requirements,
  - II. the director's note, in English,
  - III. the profile of the theatre group or individual, in English,
  - IV. the cast and full names of the production members, in English,
  - V. in addition, for advertising and promotional purposes, the theatre group or individual will be requested to submit high-resolution publicity photographs and audio-visual material.
15. 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).
16. CCOITI will provide the venues for the set-up, rehearsals and performances of each production and all promotional advertising related to each production.
17. Admission tickets for all performances are issued on behalf of CCOITI. ALL rights of admission are reserved by CCOITI.
18. The Selection Committee reserves the right not to select any production if it considers that the submitted proposals are inadequate. Moreover, the Selection Committee reserves the right to communicate with other theatre groups or individuals for participating in the Festival, in case that the submitted proposals do not meet the stated criteria.
19. Submission of a proposal is equal to the 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 at [info@ccoiti.org.cy](mailto:info@ccoiti.org.cy)***



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## SELECTION CRITERIA

FOR THEATRE GROUPS OR INDIVIDUALS NOT RESIDING IN CYPRUS

### 2024 INTERNATIONAL FESTIVAL OF ANCIENT GREEK DRAMA

- A. Distinctive artistic level of the theatre group or individual, main cast and collaborators of the proposed performance.
- B. Detailed documentation of direction and approach of the proposed performance.
- C. Potential of the proposed performance to attract the audience.
- D. Feasibility with regard to the cost of presenting the proposed performance in Cyprus (including the technical requirements of the production).





For official use  
Application no: E /

PROPOSAL FORM FOR THEATRE GROUPS OR INDIVIDUALS  
NOT RESIDING IN CYPRUS

PART I: INFORMATION ABOUT THE INTERESTED THEATRE GROUP OR INDIVIDUAL

NAME OF THEATRE GROUP OR INDIVIDUAL:

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A. CONTACT INFORMATION:

[1] THEATRE GROUP OR INDIVIDUAL REPRESENTATIVE

Full name: .....

Contact number: ..... | E-mail: .....

[2] THEATRE GROUP OR INDIVIDUAL CONTACT PERSON

Full name: .....

Contact number: ..... | E-mail: .....

[3] PRODUCTION MANAGER

Full name: .....

Contact number: ..... | E-mail: .....

Address: .....

P.O. Box: ..... City / Community: .....

ZIP: ..... Country: .....

Tel. No.: ..... | E-mail: .....

Website: .....



**B. THEATRE GROUP OR INDIVIDUAL INFORMATION:**

(Activities, goals, previous productions etc)

- *Attach in a separate sheet*

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**PART II: INFORMATION ABOUT THE PROPOSAL**

**1. Proposed production**

1.1. TITLE: .....

1.2. PLAYWRIGHT: .....

1.3. TRANSLATION: .....

1.4. DIRECTION: .....

1.5. DURATION: .....

1.6. OPENING NIGHT/PREMIERE OF THE PERFORMANCE (*when it was first presented*):

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**2. Analytical information on the performance**

2.1 Cast of the production – the submitted cast should be strictly adhered to (*see point B9, p. 3*) - *Attach in a separate sheet*

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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. The total number should not exceed 28 (twenty-eight) persons]*

- Attach in a separate sheet

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2.3 Proposed participation dates at the Festival.

*Please indicate a time range of 10 days with alternatives, from June 25 until August 4, 2024)*

\*Please note: In case the production will be selected for presenting at least two performances at (a) two venues, the total number of days of the troupe’s program in Cyprus will be 6 and (b) one venue, the total number of days of the troupe’s program in Cyprus will be 5.

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2.4 Partners/ Co-organisers *(if applicable)*

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**3. Description of the proposal**

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

If a production is new and will be presented at the “2024 International Festival of Ancient Greek Drama” for the first time, a detailed description of the direction, approach and methodology must be included in the proposal

- Attach in a separate sheet

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**4. Information on the cast and credits of the performance** (*profile or curriculum vitae*).

- Attach in a separate sheet

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**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

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**6. Estimated cost for the presentation of the production at the Festival** for evaluation, reflecting criterion D at the "Selection criteria for theatre groups or individuals not residing in Cyprus". Please complete all the requested fields:

<b>1. Fee for presenting the proposed production at the Festival</b> ( <i>fee per performance</i> )			
(a) fee for one performance	(b) fee for two performances at one venue	(c) fee for two performances at two venues	(d) fee for three performances
€	€	€	€
<b>2. Troupe's return airfares to Cyprus</b> ( <i>Larnaca International Airport or Paphos International Airport</i> )			
Route(s)	(a) number of persons	(b) amount (€)	Subtotal
			€
<b>3. Per diem</b> ( <i>for meals</i> )			
(a) number of persons	(b) number of days <i>[see above point no. 2.3]</i>	(c) daily amount (€)	Subtotal
			€
<b>4. Cargo transportation to and from Cyprus</b> <i>*Please note that the import and export must be conducted to and from Limassol's port</i>			
Route(s)			Subtotal
			€
<b>TOTAL EXPENSES</b> ( <i>estimated cost for two performances</i> )			€





Comments or clarifications from the theatre group or individual regarding the above expenses:

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**PART III: OFFICIAL DECLARATION OF THE APPLICANT**

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

1. I certify that all information and documents submitted, are complete and true.
2. I hereby accept the terms and conditions for participation at the “2023 International Festival of Ancient Greek Drama” as announced by the Organisers.

Signature: .....

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Stamp (\*\*)

(\*) Name of the representative of the 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	<input type="checkbox"/>
2) Cast of the production / List of the cast and crew travelling to Cyprus	<input type="checkbox"/>
3) Information about the cast and credits of the performance	<input type="checkbox"/>
4) Audiovisual material of the production	<input type="checkbox"/>
5) Detailed description of the direction, approach and methodology – <i>applies where the proposed production has not been presented on stage</i>	<input type="checkbox"/>
6) High-resolution publicity photographs of the production	<input type="checkbox"/>
7) Technical rider of the production (sound, lighting and staging requirements)	<input type="checkbox"/>
8) Evidence of legal representation or commitment or agreement with the theatre group or individual, if a mediator proposes a production of third parties	<input type="checkbox"/>

*\*Must be completed by the applicant*

**PART V: FOR OFFICIAL USE ONLY BY CCOITI**

Submission date of the application: \_\_\_ / \_\_\_ / \_\_\_\_

Signature: .....

CCOITI's stamp