



# **ISTROPOLITANA PROJECT 2021**

17. 09. – 22. 09. 2021

## **APPLICATION FORM**

Academy of Performing Arts in Bratislava

Theatre Faculty

Svoradova 4

813 01 Bratislava



# INTERNATIONAL FESTIVAL OF THEATRE SCHOOLS SEPTEMBER 17 – 22, 2021

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# INTERNATIONAL FESTIVAL OF THEATRE SCHOOLS SEPTEMBER 17 – 22, 2021

## 1. About the festival

The organizer – the Academy of Performing Arts in Bratislava was founded in 1949 and it is the highest accredited, educational, artistic, science and research institution in the field of theatre in the Slovak Republic. The Academy of Performing Arts is a public institution of higher education and consists of three faculties: Music and Dance Faculty, Theatre Faculty, Film and Television Faculty. Since 1977 the Theatre Faculty has organised the biggest international festival of theatre schools in Europe – the Istropolitana Project.

Festival Istropolitana Project is absolutely unique among all festivals in the Middle Europe and provides a special opportunity for young theatre artists to be involved in an international confrontation of their work, opinion and production. It creates space for future theatre professionals to meet with eminent theatre scholars, their audience and their colleagues. Project takes place every second year and provides continuous mutual confrontation between young artists and broad audience. The festival with its competition part is significant event in the context of Slovak culture and theatre education system in the Middle- European region and is the only one of its kind within Slovakia. The project's target is to hold a creative meeting of the youngest generation of theatre artists from national and international schools and to present various approaches and poetics towards theatre staging and interpretation.

### 1.1. Istropolitana Project 2021

This year is going to be special. We all know that the situation in the world will not let us meet together as we did in the past. However, we worked very hard to prepare mixed (online and presence) version of the Istropolitana Project 2021.

This mixed or hybrid version of festival will contain 7/8 online performances and 7/8 presence performances depending on the possibilities of each school to travel here. Since then, each school, or performance, has to send video recording of its performance according to the technical requirements listed in the 7<sup>th</sup> chapter. Please, take this information in consideration and apply only if you are able to provide the above mentioned video recording.



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## 2. General terms of applying

### 2.1. How to apply

Since the Istropolitana Project is student's festival, we accept only student's productions. In this document you can find the Application form, which consists of several parts and should also contain required documents attached by you. Please, download this application form, fill it in and send it back to us via wetransfer to [istropolitana@vsmu.sk](mailto:istropolitana@vsmu.sk). Do not forget to name the subject with the name of your school and title of the play. If the file is too big for wetransfer, send it twice. We accept pdf, png, jpg and mp4 forms of the attachments.

Please attach approximately 5 photos of your play, excerpt, video recording of the play (does not have to be "professional" or according to our technical requirements yet), and lastly the bulletin and poster. If you do not have some of these attachments ready till the deadline, please let us know and you can send them later. Also, let us know if you would like to participate by the online form or presence.

In case you need to contact us, do not hesitate to reach out by emailing us at:

The head of communication for this year is Katarína Ostatníková along with her assistant Francesca Balej, and you can contact them by email: [istropolitana@vsmu.sk](mailto:istropolitana@vsmu.sk) or phone number: +421 904 833 103.

### CHECKLIST OF ATTACHMENTS:

- ✓completely and properly filled-in application form
- ✓audio-visual record of the whole performance
- ✓short excerpt of the performance (ca. 3 minutes) or trailer
- ✓photos of the performance
- ✓profile photos of the actors
- ✓bulletin and poster (if you have one)
- ✓all the technical annexes (techrider, lightplan...)



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## 2.2. The selection process

The participants are chosen by the Selection Committee. The results of Selection Committee Session will be announced by the **18<sup>th</sup> of July 2021**. The condition for accepting the application is that it is completely filled and submitted in time. The deadline for sending your application form is **the 30<sup>th</sup> of June 2021**. Please, send the application in time, via wetransfer to [istropolitana@vsmu.sk](mailto:istropolitana@vsmu.sk) including all the attachments and technical annexes!

## 2.3. Financial and organizational conditions

During the festival the students and the teaching or technical staff will be provided with the following services:

1. accommodation for 10 participants of each invited school (including teachers and technical staff) for maximum of 5 nights (during the festival dates),
2. tickets for the Istropolitana Project's performances for free (online and presence), if you order them in advance, or at special festival prices,
3. free entrance to the workshops, discussions and other activities.

Meal allowances are subject to our financial means.

Depending on the situation, we will look for possibilities of testing for COVID-19 for all festival participants. We recommend you to not forget about travel insurance in case of quarantine and also think of the possible benefits of vaccination.

NB: Please, pay special attention to the number of people, that we will cover the accommodation for. As we cannot fund the stay for groups over 10 people, your group will have to cover the costs for participants over the number of ten itself.

Naturally, we need to know some of the information about the performance you would like to present at the Istropolitana Project 2021 to be able to proceed with the organisational matters. Please, fill in carefully



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all parts of the application form (**pay special attention to the technical requirements, the list of props and the required length of description of the performance**).

Moreover, please make sure, that the copyrights of your performance as well as for streaming the video recording are settled up. We will need the confirmation of the settled copyrights on the spot in Bratislava.

The Istropolitana Project 2021 will be held in professional theatre spaces, which include: traditional proscenium stage and universal theatre black box space. However, we cannot guarantee that your performance will be performed in the space of your choice.

Furthermore, we are giving you the option to nominate a student of your university as a member of our Student Jury (preferably a student of theatre science, directing or dramaturgy). The festival will cover the accommodation and partially boarding costs. The travel costs will be covered only in exceptional cases depending on the finances that the festival managed to fundraise.



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## APPLICATION FORM

Here you can fill in the application form. Please fill it in, download it and send it to us by e-mail. If you have any problems or hesitations with the fulfilment of the application form, please contact us here: [istropolitana@vsmu.sk](mailto:istropolitana@vsmu.sk)

### 3. Information about your school

In this chapter you will write general information about your school, it's history, structure and educational process.

#### 3.1. General information

Please, write here the name of your school in your native language, in English and your web page and social media.

<b>Name of the school in your native language</b>	
<b>Name of the school in English</b>	
<b>Web page and social media links</b>	





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## **3.2. The history of school, educational process and structure of the school**

Please, write here a short history of your school, about your educational process and structure of the school nowadays. Maximum is 100 words.

## **3.3. Any further information you want to apply**

Maximum is 100 words.



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## 4. Information about your performance

In this part you will write general information about your performance, production team and the cast.

### 4.1. General information

<b>Title in your native language</b>	
<b>Title in English</b>	
<b>Duration of the play in minutes</b>	
<b>Break time in minutes</b>	
<b>Date of the first night</b>	
<b>Language</b>	

### 4.2. Preferred mode of participation

Please, let us know if you prefer to perform physically in theatre venues during the festival in Bratislava or online, by streaming the video recording of your performance.

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## 4.3. Production team

Please, do not include the cast.

	Name and surname	Please, specify:			Sex	ID card / passport number
		Student	Teacher	Professional	M/F	
<b>Author:</b>						
<b>Translator:</b>						
<b>Director:</b>						
<b>Dramaturge:</b>						
<b>Script editor:</b>						
<b>Set:</b>						
<b>Costumes:</b>						
<b>Light design:</b>						
<b>Choreography:</b>						
<b>Music:</b>						
<b>Production:</b>						
<b>Technicians:</b>						



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## 4.4. Cast

Name and surname of the actor	Name of the character	Please, specify:			Sex	ID card / passport number
		Student	Teacher	Professional	M/F	



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### **4.5. Annotation and short description of the performance**

Please, write here a short description and information about your play. This text will be later used for propagation materials such as bulletin, we page and so. Maximum is 100 words.

### **4.6. Info about the creative team and cast**

Here you can write some short information about the creative production team as well as the cast. Maximum is 100 words.

## 5. Technical requirements

In this chapter you can find information about the technical requirements for the time, human resources, space and stage, transport, sound and projection.

### 5.1. Time and people needed for the preparation of your performance

Please, write the timing in **minutes**.

Duration of the play	
Break time	
Duration of the set up	
Light set up	
Sound set up	
Rehearsal time	
Total time	
Time for removing the set	
Number of your technicians	
Number of our technicians	

### 5.2. Space requirements and stage

Stage measurements (length-depth-height)		
Props		
Other necessary theatre equipment		
Fire and smoking on the stage	YES	NO



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### 5.3. Some material that could damage the theatre environment (dance floors...):

- **please, attach:**

- details of any items that you cannot bring with you, photos and specifications
- a ground plan of the stage and a side view in scale 1:100, drawn on a separate sheet
- a ground plan of the auditorium and a side view, on a separate sheet
- photos describing exactly the set with props and the stage setting of the performance

### 5.4. Transportation

Please, write here what type of transport you will use/need for the set-up, costumes and props. In case it is a lorry, include the type, size and weight.



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### 5.5. Lights

Please, write here the type of lights and the minimal required number of lights. Specify the lights and its use in the performance (type – quantity – tripod - note), light effects (type – quantity – note). Attached, include the lighting plan with all the other details.

### 5.6. Sound

Please, write what type of sound console do you use in the performance. Include details about the mixer (insert – aux – quantity – note) and cabling (type – length – quantity). Please, include the sound script in the attachments.



### 5.7. Projection

If you use projection in your performance, please fill in this table.

<b>Number of video projectors</b>	
<b>Quality and resolution</b>	
<b>Source (DVD, laptop, USB...)</b>	
<b>Other</b>	

### 5.8. Control location for light, sound, projection

Please, mark the right answer or define if you have some specification.

Separated light and sound	YES / NO
From one cabin	YES / NO
Other (define)	



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## 6. Streaming conditions

Since the Istropolitana Project 2021 will be in mixed form including the online part, we need to make sure that the video recordings you will send after you are chosen will be in the required quality. Please, keep in mind that you have to be able to provide video recording of your play once you are chosen by the jury, otherwise your application will not be considered for the selection. To make sure that you will be able to cover all the requirements, we divided them to minimal and suggested:

### 6.1. Minimal technical requirements of the video recording

**Resolution:** minimally 1920 x 1080 (Full HD)

**Camera:** 1. aggregate  
2. detail

**Sound:** Sound has to be in the highest quality. The record from internal microphone of the camera is not quality enough. According to that it is necessary to use lapel microphones attached to costumes or microphones hung around the stage. It is up to you which method you will use.

**Edit:** We require video in the final edit.

**Warning:** Please preserve the original video and audio recordings in case the need to adjust the final edit.

All of the technical details will be consulted with the Technical team after the selection.

### 6.2. Suggested requirements of the video recording

**Resolution:** minimally 1920 x 1080 (Full HD)

**Camera:** 1. aggregate  
2. detail 1  
3. detail 2



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- Sound:** Sound has to be in the highest quality. The record from internal microphone of the camera is not quality enough. According to that it is necessary to use lapel microphones attached to costumes or microphones hung around the stage. It is up to you which method you will use.
- Edit:** We require video in the final edit.
- Warning:** Please preserve the original video and audio recordings in case the need to adjust the final edit.

## 7. Contact persons

Name two contact persons from your school that will attend the festival and so one will be responsible for the organization and the other one for the technical support of the production at the Istropolitana Project 2021. This person should have an overview of all the significant aspects of your performance and should also be able to communicate in English:

Contact person 1:

<b>Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>E-mail</b>	

Contact person 2:

<b>Name</b>	
<b>Position</b>	
<b>Phone</b>	
<b>E-mail</b>	



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## 8. Letter of confirmation

Name of the representative:

Position:

Name of school in English:

Address:

Tel. number (beginning with +421,+420.....):

E-mail:

We confirm that we have informed ourselves of all the terms and conditions of the Istropolitana Project 2021 and we accept them. We confirm that in case that the Selection Committee chooses our performance, we will be able to pay from our own sources the traveling expenses, customs duty, transportation, props and other items that the festival cannot provide and be able to provide the video recording according to the technical requirements. We confirm here with that we have obtained copyright permission for our production ..... from the agency ..... and that the organisers of the festival will have no unplanned expenses in covering the authorship and copyright fees connected with the presentation of our performance during the festival Istropolitana Project 2021.

Place, date (day/month/year):

Signature of the official representative:



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**NOTICE:** This part has to be filled in and signed by the official representative of the school (dean, rector) scanned and sent via e-mail to [istropolitana@vsmu.sk](mailto:istropolitana@vsmu.sk) by the 25<sup>th</sup> of June 2021.

Yours sincerely,

Assoc. Prof. Juraj Letenay  
Dean of the Theatre Faculty

Katarína Ostatníková  
The Head of Guests, Jury and participants

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