

OFFICIAL NEATA FESTIVALS

GUIDELINES

The NEATA board is responsible for selecting countries to host the NEATA festivals. The NEATA festivals take place every second year.

The national centre of the hosting country is responsible for funding the festival. If the financing is not in place one year before the festival arrangement, the host must report back to a NEATA board meeting. The board will then decide how to react.

The festival should invite one performance from each of the NEATA countries, one performance from CEC and one from CIFTA. The festival hosts can show up to 3 productions from their own country.

The length of the performances should be decided by the hosting country although it should never exceed 90 minutes.

Participants should in general not be younger than 18 years of age, except if the performances call for younger actors in some of the parts.

The festival should invite minimum one representative from each of the NEATA countries, one representative from CIFTA and CEC respectively, and the president of IATA/AITA. The festival pays for the accommodation, meals and local transportation.

Local transportation starts at the international airport nearest to the festival location or at another major public transport center near to the festival.

Guidelines for participating countries

The national centers are responsible for sending out correct and relevant information in good time to its members. It should include all available information about criteria (length of play, number of people paid for by the festival, insurance, liability, technical restrictions etc.).

The performance should be chosen by artistic standards only. The national centers are responsible for ensuring that the performances they choose meet appropriate standards. The selection of the performance should be carried out by a selection committee of competent people appointed by the national centre. No group should be able to participate in a NEATA festival without approval of its national centre.

The national centre informs the festival organizers of its choice and of an appointed contact person in the group. All further communication about practical matters concerning the production is held between the contact person and the festival organizers.

National centers inform the groups (especially the ones new to theater festivals) about festival "etiquette" and what is expected of them (expected attendance for all the shows, workshops and colloquies, possibility of performing in the festival club, national evenings etc.)

A NEATA festival should include

Performances
Workshops/seminars
Critique/colloquium
Festival club (with prices as cheap as possible, or better: possibility of bringing your own)
Closing party
Facilities for a NEATA board meeting

A NEATA festival could include

National evenings
Some kind of sightseeing/contact with local history/culture

Timetable

Two years before the festival

The hosts submit approximate festival dates and location for approval of the board.

One year before

Official invitation and basic information for participating countries are sent to the national centers.

Basic info should include

Dates of the festival. Location of the festival.

Number of participants from each country who will get free accommodation, meals and local transportation (a minimum of 10 people).

Starting points for local transportation.

Venues/theatres.

Technical facilities.

Accommodation facilities.

Name and contact information of the festival organizer.

Six months before

The festival organizers are informed of selected groups by the national centers. Info should include name of the group, length of play, contact person, number of participants and any other relevant info asked for.

Three months before

The groups inform the festival organizers of any special requirements for their productions. The festival should also get the information about arrival and departure time of the groups.

One week before

The organizers send out a welcome letter to all individual participants and group representatives. It should include information about where and when they will be picked up, and confirmation about accommodation.

At last

The organizers of the festival should arrange a meeting with representatives of the national centre responsible for the next festival.

This meeting should be held during the festival.