



# ONE-ACT COMPETITION APPLICATION GUIDE

## **WHEN SHOULD I APPLY FOR A COMPETITION LICENSE?**

We encourage applicants to submit license requests as far in advance as possible to give us time to obtain the proper clearances and give your organization time to go through the necessary payment channels. We recommend applying at least six weeks prior to your competition's submission deadlines. Musicals are rarely requested for competition cuttings, and will require additional time and processing.

## **HOW DO I KNOW IF A TITLE IS AVAILABLE FOR CUTTING?**

Please submit a license request on our website, and we will determine if this title is available for cutting. Competition requests are considered on a case-by-case basis, so even if a title has been cut for competition before, we need to check.

## **WHAT INFORMATION DO I NEED TO APPLY FOR A COMPETITION CUTTING?**

To apply for a show, you'll need:

- A Samuel French account using your email address (we use individual accounts, and not organization accounts).
- Performance information including your venue, dates, ticket prices, number of performances, and the maximum seating capacity.
- Information about the competition.
- Any special comments or requests (casting requests, etc.).
- An overview of your proposed cuts.

## **HOW SHOULD I SUBMIT MY CUTTING PROPOSAL?**

If possible, list the proposed cuts in the "Special Requests" section of the application. If this isn't comprehensive enough, please email a digital script, list of scenes, or anything else that clearly communicates your intended cuts to [K12@samuelfrench.com](mailto:K12@samuelfrench.com). As long as this is the only digital distribution, you may attach a digital script. We are unable to review requests that are too vague ("curse words," "lines throughout," "55 minutes," etc.). Please do not mail a physical script.

## **WHY DO I NEED A CUTTING PROPOSAL?**

It's not really possible to give blanket approval to cut or change without knowing what you'd like to cut. We've standardized this process in recent years, as this helps us best represent your intentions to the authors' representation.

We've always asked questions about intended cuts, as we've found that many instructors have radically different interpretations of competition terminology (for example, we consider "scenes-from" to mean chronological presentation of complete scenes from a show, but some teachers interpret this as cutting lines throughout to meet a certain time limit).

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### **HOW DO I KNOW IF I HAVE BEEN APPROVED TO CUT THE SHOW?**

Cutting permission will be included in your performance agreement under "restrictions," usually on page 2. If this is not included, you do not have permission to cut the show.

### **WHAT IF MY PRODUCTION DETAILS CHANGE OR I NEED TO REQUEST MORE CUTS?**

If you need to switch dates, venues, ticket prices, etc., please email your licensing representatives at [K12@samuelfrench.com](mailto:K12@samuelfrench.com). Note that while there isn't a contract adjustment fee, your licensing fees may change to reflect the new performance details.

### **HOW MUCH ARE COMPETITION PERFORMANCES?**

Whenever possible, cuttings of plays will be licensed at a reduced rate of \$55 per performance. Musical cuttings, if approved, can be licensed at \$125 per performance and are subject to additional fees including rental of music materials.

### **WHEN MAY I ANNOUNCE THE SHOW AND START PRODUCTION?**

Per Samuel French's contracts, your agreement is only fully executed upon receiving full and finalized payment. This process helps us ensure that the rights of our authors are protected. When we send you an agreement, that is an approval for a license, not confirmation that you are licensed. The license is not executed until payment is received in full.

You may not announce, audition, rehearse, promote, or perform any show until your request has been approved and all fees have been paid in full. For musicals, payment must be confirmed for both invoices.

As a purchase order is a promise to pay, your performance agreement will not be marked paid and no rental materials will be sent until we receive a check, credit card, or e-check/ACH payment.

## **WHAT IF I HAVE QUESTIONS?**

*Email your  
licensing representatives!*

**[K12@samuelfrench.com](mailto:K12@samuelfrench.com)**  
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