



# The Pen to Print Speech & Drama Festival/ Michael Feld Writing Competition 2024 – 25 Rules, Terms & Conditions

Updated 20.08.2024

Write and perform a **Poem, Monologue** or **Short Play** of no more than 3 mins long as part of our **Speech and Drama Festival** on **Saturday 19 July 2025**.

Winners in each category for Poem, Monologue and Short Play will win a **Tablet PC**. With some categories having the opportunities for a **free coaching session with an acting professional**.

**The best overall piece of writing by young people aged 7 to 16 years old living or going to school in Barking and Dagenham will be eligible to win the Michael Feld Memorial Award. This will be judged on the written pieces only.**

## How to Enter

The competition is open to **adults and children** aged 7 and over.

You can enter as an individual or team up with friends and enter as a group.

You can enter only once piece of work for each category: Poem, Monologue and Short Play

You should send us the work in **writing**.

The competition opens in **September 2024**. Entries can be submitted at any time until the competition closes on **Friday 30 May 2025, 5pm**.

Entrants *must* be available to perform at **Speech and Drama Festival** auditions on **Saturday 19 July 2025, 9am to 5pm**.

**NB:** Finalists will be also be required to perform at the **Pen to Print Awards Evening** on **Thursday 24 July 2025, 7pm to 9pm**.

The winning performance will be decided by an audience vote at the Pen to Print Awards to be held on **Thursday 24 July 2025, 7pm**.

## Judging will be on Writing and Performance

All work should be suitable for a family audience. They can be on any subject in the following categories. (We reserve the right to reject entries on grounds of taste, decency and where the legality or morality of content is in question):

- **Poetry** – Poems can be in any form and no more than three minutes to perform.
- **Monologue** – No more than three minutes to perform.
- **Short Play** – No more than three minutes to perform.

Email your entry along with a completed entry form (at the end of this document) to **pentoprint@lbbd.gov.uk** with the Subject Line: **Pen to Print Speech and Drama Festival**.

Please direct any enquires by email to: [pentoprint@lbbd.gov.uk](mailto:pentoprint@lbbd.gov.uk) or call **020 8227 2267**

## Competition Rules

All typed entries should be double lined spaced to be submitted in a **Microsoft Word format (.doc or .docx) 12pt size Ariel font.**

Handwritten entries will be accepted but the handwriting must be legible. They must be scanned as a .pdf file (N.B. Images taken on a phone/ photograph file formats i.e. .jpeg or .png files etc are not accepted.) Any illegible entries will be disqualified.

Your written work will not be returned so make sure you keep a copy.

All Entries must include:

1. A **title** for you or your groups writing and performance.
2. Your **name**, your **age** (for under 18s include your **date of birth**) or the **age range** of your group.
3. If under 18 the **name** of your **School** or the **Theatre/ Drama** group you are representing.
4. Your **address**, **contact number** and **email address**.
5. If under 18, include with your **individual** entry your **parent/carer's name** with a **contact number** and **email address**. (This applies for every entry made by an individual under 18.) Alternatively, the **contact details** including an **address** of the **teacher/ adult** responsible for a group entry.

**(NB:** Multiple entries sent to us on behalf of a school or group should include items **1,2,3** and **5** from the above list, *also* include a contact **name**, **email** and contact **number** for the lead member staff of the school/group. This can be on a separate cover sheet sent with the multiple entries.)

**NB:** By entering you are giving permission to LBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition to publish all or part of your story in any format and/or using any media it chooses. **You retain the copyright to your work.**

Please continue to read the full terms and conditions:

### 1 Terms and Conditions - Specific Pen to Print Speech & Drama Festival/ Michael Feld Writing Competition 2024/25

- 1.1 Any entry that is considered not to adhere to the rules and terms and conditions of the competition will not be considered by the judges.
- 1.2 By entering the competition you are agreeing that you will be available to perform your work live on **19 July 2025** and **24 July 2025**, if you are successful at the auditions. If you are successfully shortlisted for the final on **Thursday 24 July 2025** and unable to appear you will be disqualified from the competition and your place offered to an alternative winner. (If successful, we will supply a letter from us requesting your school for time off to allow you to compete.)
- 1.3 By entering the competition, if 18 or over you give permission (or if you are under 18 your parent/ carer and/ or your child's school / group gives permission) for the work to be included in the competition and for it to be performed and be recorded for broadcast and agrees to adhere to all the Rules, Terms and Conditions of entering the competition.
- 1.4 It is a group's/school's responsibility to get parental permissions for those under 18 to be participants as individuals and/or as part of a group entry. Schools and groups may be asked to prove they have the relevant permissions.



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- 1.5 By entering the competition if 18 or over you give permission,(or if you are under 18 the parent/ carer and/ or child's school / group gives permission) to the London Borough of Barking and Dagenham (LBBB) Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition, to publish and/or broadcast all or part of your work and performance in any format and/or using any media or platform it chooses.
- 1.6 Group entries are allowed. You may be asked to prove age eligibility.
- 1.7 No Cash alternative to the prizes on offer are available.
- 1.8 The Judge's decision is final. No further correspondence will be entered into.
- 1.9 The LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition, reserves the right to ask for written proof of residency and/or proof of school attended by an individual, if required, to confirm eligibility.
- 1.10 No piece of work entered will be returned. If you would like to keep your work **you must keep a copy**.
- 1.11 Written entries must be in submitted in **Microsoft Word .docx** or in printed/scanned **.pdf file** format. Photograph file formats will **not** be accepted.
- 1.12 You can enter only **1** entry for each category: 1 Poem, 1 Monologue or 1 Play, per-person or group. (If you are part of a group entry you may enter separately as an individual.)
- 1.13 Once you have submitted an entry you cannot ask to submit a new version of it.
- 1.14 Your work must be your own original piece of writing and performance and must not be a copy of someone else's work or based on an existing story, poem or play.
- 1.15 Entries must not have been produced wholly or in part using Artificial Intelligence (AI) technologies. Pen to Print reserve the right to investigate if AI technology has been used, by any means at its disposal.
- 1.16 It is the entrant's responsibility if 18 or over, or entrant's parent/ carer / school / group, if under 18, who submits the entry, to ensure that any contact information given is correct at the time of submission.
- 1.17 LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition will do our utmost to contact the winners of a prize when the judge's decision is made, in the event that a winner cannot be contacted to receive their prize LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition reserves the right to choose an alternative winner.
- 1.18 You will be invited to receive your prize at the **Pen to Print Awards** on **24 July 2025, 7pm to 9pm**. You will be guaranteed to get an invitation to take part in proceedings if successful. Other entrants may be invited to attend as audience members.
- 1.19 By entering the competition, if over 18 you and for those aged under 18 the parent/ carer gives permission and/or the child's school or group has gained parental or carer's permission for LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition, to be able to photograph, film or record individuals for the promotion of the LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young



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## Writers Competition.

- 1.20 By entering the competition you are agreeing that, should you or your child become a winner or runner up in the competition you give permission for individual names and group or school name, entry titles, manuscripts, audio recordings, photography and video images to be shared on websites, social media channels, YouTube and podcast channels and used in print in associated publications for promotional purposes. Images taken will only be used for the purposes stated by LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition and its associated publications.
- 1.21 By entering the competition, if 18 or over you give permission, or the parent/ carer of those aged under 18 years, gives permission that other than the entrant's name and school or group names, entry titles and any associated images/ recordings as set out in the entry requirements and in paragraph 1.19 and 1.20. Entrants' data can only be shared with, external funders, and/or any external evaluator that are directly linked with the LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition, as per GDPR regulations and used only for eligibility checking, reporting and evaluation purposes.
- 1.22 Personal information of entrants will not be shared with other organisations.
- 1.23 Entries must be submitted by the advertised closing date and time. LBBB Library Service, Pen to Print and the Speech & Drama Festival / Michael Feld Young Writers Competition reserve to right to change the closing date and will publicise any changes on our website: [pentoprint.org](http://pentoprint.org)

## 2 General Pen to Print Competition Terms & Conditions

- 2.1 The competition is open to all residents of the United Kingdom, i.e. England, Northern Ireland, Scotland, and Wales. The minimum age for entry is 7 years. However, entrants under the age of 18 must provide contact details of a parent or guardian when entering.
- 2.2 Employees, Officers or Council Members, their immediate families (including any live-in partner or household member) of the London Borough of Barking and Dagenham may not enter. This also includes:
- 2.3 Any company/organisation involved in the organisation, management, promotion, or administration of the competition or its entry routes or donation of prizes or their agents or subsidiaries.
- 2.4 Any company/organisation involved in any capacity in the sponsorship of a competition or competition prize.
- 2.5 NB: This rule applies to all *apart from* those aged under 18 entering as part of a school or group entry for LBBB Pen to Print Speech & Drama Festival / Michael Feld Young Writers Competition.
- 2.6 Where an entrant requires the details of their parent/guardian, LBBB Pen to Print may ask for proof of age.
- 2.7 LBBB may ask for evidence to verify the identity of an entrant at any time and may use any channels and methods available to carry out checks of any details provided. **Entrants may only enter the competition in their own name.**
- 2.8 By entering the competition, you agree that the LBBB Pen to Print and London Borough of Barking and Dagenham (LBBB) have permission to publish and/or reproduce in full or part any of your work submitted in any format using any media it chooses.

- 2.9 Entries must be the exclusive work of the author. By entering the competition entrants confirm that all information submitted by them is true, current, and complete. Entrants also confirm that they are the copyright owners of any copyright works submitted, e.g. text, photographs and drawings, and LBBD Pen to Print's use of such works (which you will permit) will not infringe the rights of any third party.
- 2.10 Entries must be typed in English, not have been published before and not be currently entered in any other competition.
- 2.11 Entries which exceed the stated length will be disqualified.
- 2.12 Neither Pen to Print nor its servants, agents, nor any other party or organisation involved in the management, promotion, or administration of the competition or its entry routes or donation of prizes or their agents or subsidiaries involved in the competition will accept responsibility or liability for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft, destruction, alteration of, or unauthorised access to entries, or entries lost or delayed whether or not arising during operation or transmission as a result of server functions (including but not limited to security functions by software used by Incisive Media or any third party), virus, bugs, or other causes outside its control.
- 2.13 Entries submitted through agents or third parties or in bulk (i.e. more entries than a human being could submit in the time available without the use of software or other devices designed to make automated entries or, in the case of postal entries, more than one entry submitted under the same postage stamp) will not be accepted. Entrants may enter as many times as they like unless otherwise indicated in the competition information but no more than one prize per person per competition will be awarded.
- 2.14 Any entries which are incomplete, incorrect, inaudible, incomprehensible, or not received by LBBD Pen to Print will be void.
- 2.15 In the event of any fault, mistake, misunderstanding or dispute concerning the correctness or acceptability of the entry or any answers given by entrants (if applicable), or the operation of any part of the competition (in the case of postal entries, a postal strike for example), network or phone system, the decision of LBBD Pen to Print shall be final and no correspondence will be entered into.
- 2.16 LBBD Pen to Print will not be liable to reimburse expenses incurred in making an entry in any competition. Where LBBD Pen to Print decides in its sole discretion that an entrant is eligible for a refund, eligibility for refunds will be notified to relevant entrants. LBBD Pen to Print reserves the right to refuse to refund any fee or costs incurred where it suspects dishonest or fraudulent conduct on the sender's part or where the entrant has not complied with the rules of the competition.

### **3 Prizes**

- 3.1 The prize is as specified in the competition information.



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- 3.2 LBBB Pen to Print will attempt to notify the winner within 21 days after the closing date, or as otherwise indicated in the competition information, and where time is of the essence for such a period as LBBB Pen to Print shall in its absolute discretion deem reasonable. They will be contacted on the phone number, email address provided when entering the competition. The winner will have a specified fixed time period in which to claim their prize. If LBBB Pen to Print is unable to notify the winner, or if the winner fails to respond within the fixed time period as specified and/or provide an address for delivery of the prize, this may result in forfeiture of the prize and LBBB Pen to Print reserves the right to select an alternative winner in accordance with these terms and conditions and the competition information.
- 3.3 LBBB Pen to Print may in its sole discretion refuse to provide a prize, or seek its recovery, in the event of non-entitlement under these terms or an entrant's breach of these terms.
- 3.4 Any entrant who enters or attempts to enter the Competition in a manner, which in LBBB Pen to Print's determination is contrary to these terms and conditions or by its nature is unfair to other entrants may be removed from the Competition at LBBB Pen to Print's sole discretion.
- 3.5 LBBB Pen to Print reserves the right to modify, cancel, terminate or suspend the Competition in whole or in part, at its sole discretion, if it believes the Competition is not capable of being conducted as specified in these terms and conditions or in the event of a virus, computer bug or unauthorised human intervention or any other cause that is beyond the reasonable control of LBBB Pen to Print that could corrupt or affect the administration, security, impartiality, or normal course of the Competition.
- 3.6 LBBB Pen to Print reserves the right in its sole discretion to withhold delivery of the prize until such proof of eligibility and identity has been confirmed or if such proof is not produced on request or to disqualify the entrant from the competition.
- 3.7 LBBB Pen to Print shall try to deliver the prize to the winner within 28 days from the date of the announcement unless otherwise specified to the winner. Delivery restrictions may apply. No cash equivalent (where applicable) or alternative prize will be given and the prize is non-transferable and non-exchangeable. However, LBBB Pen to Print reserves the right to change the prize due to circumstances beyond its control or to offer an alternative of similar value.
- 3.8 In relation to all competitions, the first name and surname of the winner may be published by LBBB Pen to Print and entrants grant to LBBB Pen to Print a non-exclusive license to use and publish their entry in any media for the purpose of announcing the winner.



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## 4 Data Protection and Publicity

- 4.1 LBBB Pen to Print (or any third party nominated by LBBB Pen to Print) may exercise its sole discretion to use the winner's (and if applicable their companion's) name, address, and image and their comments relating to the prize and competition experience for future promotional, marketing and publicity purposes in any media worldwide without notice or without any fee being paid.
- 4.2 Information, data ("personal data") which is provided by entrants when they enter will be held and used by LBBB Pen to Print and their suppliers and contractors in order to administer the competition, for the purposes of evaluation and to report to funders.
- 4.3 We will also use Information, data ("personal data") to contact you about future opportunities to work with us in the future. You can opt out of this contact by emailing us at [pentoprint@lbbd.gov.uk](mailto:pentoprint@lbbd.gov.uk)
- 4.4 By submitting their personal details, the entrant agrees to LBBB Pen to Print processing those details in accordance with the purposes made known the entrant at the time of collection and in accordance with LBBB privacy policy which can be viewed at <https://www.lbbd.gov.uk/general-privacy-notice>.
- 4.5 LBBB Pen to Print shall comply with all applicable requirements of the Data Protection Act 2018, the General Data Protection Regulation, any successor legislation or other applicable law.

## 5 Liability

- 5.1 Nothing in these terms and conditions shall exclude or limit LBBB Pen to Print's liability for death or personal injury caused by their staff or supplier's negligence or for fraud. Subject to this, LBBB Pen to Print cannot accept any responsibility for any damage, loss, injury or disappointment suffered by any entrant entering the competition or as a result of accepting any prize. LBBB Pen to Print is not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, servers, or providers, computer equipment, software failure of any email or entry to be received on account of technical problems or traffic congestion on the Internet, telephone lines or at any web site, or any combination thereof, including any injury or damage to entrant's or any other person's computer or mobile telephone related to or resulting from participation or downloading any materials in the competition.
- 5.2 LBBB Pen to Print cannot promise that the services relating to the competition will be free from errors or omissions nor that they will be available uninterrupted and in a fully operating condition. These services may be suspended temporarily and without notice in the case of system failure, maintenance or repair or for reasons reasonably beyond the control of LBBB Pen to Print. LBBB Pen to Print will not be liable in the event that all or any part of the service relating to the competition is discontinued, modified or changed in any way.

## 6 Standard terms

- 6.1 By entering a competition entrants accept these terms and conditions together with any specific instructions herein and terms for such competition which may be mentioned and in any electronic messages, or on the website, or communicated to entrants in any other way ("competition information"). Such competition information shall prevail in the event of there



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being any inconsistency between these competition terms and conditions and any competition information.

- 6.2 London Borough of Barking and Dagenham (LBBB) Pen to Print may cancel or amend any competition, competition information, or these terms and conditions without prior notice. Any changes will be posted either within the competition information or these terms and conditions.
- 6.3 In the event that any entrant does not, or is unable to, comply with and meet these terms and conditions and the competition information, LBBB Pen to Print shall be entitled at its sole discretion to disqualify such entrant, without any further liability to such entrant. In these circumstances, any prize(s) won by the entrant may be forfeited and LBBB Pen to Print reserves the right to reclaim any prize(s) already distributed to the entrant. Any entrant must comply with any directions given to him or her by LBBB Pen to Print including but not limited to any and all relevant laws, rules and applicable regulatory codes.
- 6.4 The promoter of the competition is LBBB Pen to Print, Dagenham Library 1 Church Elm Lane Dagenham, Essex RM10 9QS.

**Any questions about the competition should be emailed to: [pentoprint@lbbd.gov.uk](mailto:pentoprint@lbbd.gov.uk)**

These terms and conditions were last updated on **20 August 2024**.



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# Speech & Drama Entry Form

**Please complete one form for each entry.**

(If under 18 this must be completed by a parent carer, teacher or other responsible adult.)

Once completed please email with your entry to: [pentoprint@lbbd.gov.uk](mailto:pentoprint@lbbd.gov.uk)

**Full Name:** .....

**Age:** .....

**Organisation Name:** .....

**Position in Organisation:** .....

**Contact Number:** .....

**Contact Email:** .....

**Address:** .....

.....

.....

**Post Code:** .....

I have entered a Poem / Short Play / Monologue (Please circle your type of entry).

**The title is:**.....

I have read and agree to the Competition Terms & Conditions (please tick the box):

Please read the Pen to Print Terms and Conditions of Submission: <https://pentopiint.org/tandcs/>

I have read and agree to the Pen to Print Terms & Conditions of Submission (please tick the box):

Name of signatory: .....

(If under 18 Parent/ Carer / Teacher / Other please circle which applies)

If 'Other' please tell us in which capacity are you signing: .....

Sign here: .....

Date: .....