

Play Submission Reading Policy

Purpose

The purpose of this policy is to establish a clear, consistent, and transparent framework for assessing plays submitted to Pitlochry Festival Theatre. The Theatre retains the discretion to choose whether to read any submission and to determine the extent and nature of the review process.

This policy aims to ensure that the process of reviewing and evaluating submissions is fair, efficient, and aligned with the Theatre's artistic vision and wider objectives.

Scope

This policy applies to full-length and one-act plays submitted for consideration by Pitlochry Festival Theatre during our annual submission windows. It covers the processes involved in receiving, acknowledging, reading and evaluating these submissions.

Definitions and References

- Formats accepted: PDF only. See our Play Submission Guidelines for full instructions.
- Play types: Original dramatic works for stage, full-length or one-act only.

Policy Statement

Pitlochry Festival Theatre is committed to providing an equitable process for playreading and evaluation, whilst recognising the limitations of its resources and programming capacity.

The Theatre aims to:

- Provide fair and unbiased evaluation of submissions that are selected for review.
- Ensure alignment with the Theatre's artistic vision and programming strategy.
- Encourage submissions from Scottish, regional, and underrepresented voices.
- Offer clear communication to playwrights regarding the submission process.
- Provide consistent guidelines and criteria for Play Readers to follow.
- Regularly review and improve the playreading process to maintain high standards of integrity and relevance.
- Make it clear that submissions are assessed at the Theatre's discretion and that not all submissions will be read or responded to.

Submission Acknowledgement and Timelines

- **Acknowledgement** – all submissions will receive an email confirming receipt within eight weeks of the submission window closing.
- **Decision** – we aim to notify all writers of our decision within six months of the submission window closing. If you have not heard from us by then, you may assume your play has not been selected.

Submission and Review Process

- **Submission windows** – annual, and dates may vary each year, as advertised on our website.
- **Eligibility** – one submission per writer per window.
- **Follow guidelines** - scripts must follow the Play Submission Guidelines on our website.
- **Initial logging** – a member of staff records each play and assigns it a reference.
- **Anonymous reading** – initial assessment is anonymous to author identity to ensure unbiased review.
- **Shortlisting** – selected scripts proceed to the Artistic Director for final decision.
- **Contact** – for queries, email submissions@pitlochryfestivaltheatre.com.

Evaluation and Feedback

- **Equitable evaluation** – all eligible scripts are reviewed on their merits regardless of author.
- **Feedback** – detailed feedback is offered to writers whose scripts reach the shortlisting stage. We cannot guarantee feedback for all submissions.

Responsibilities

The Artistic Director oversees the playreading process, including the selection of Play Readers and final decision-making.

The Associate Director(s) assist with the initial screening of submissions, support the Artistic Director in coordinating the process, and contribute to decision-making where appropriate.

Play Readers to provide assessments based on standardised evaluation criteria.

The Theatre ensures proper communication of submission guidelines to playwrights and maintains accurate records of all submissions.

Submission and Review Process

Submissions must follow the guidelines provided on the Theatre's website and will be accepted during specific, date-limited Submission windows. (See Guidelines document).

The Theatre reserves the right to decline to read or respond to submissions that do not align with its guidelines, artistic vision, or capacity.

Playwrights retain all rights to their work and should not consider a lack of response as an indication of the quality or potential of their submission.

Review and Amendments

This policy will be reviewed periodically and may be revised to reflect evolving artistic, operational or sector best practices.