



## **ORDERING SCRIPTS & PERFORMING RIGHTS**

(as of February 2018)

- Scripts and performance rights are ordered once a year about six weeks before the call for directors is circulated.
- Be prepared to pay for the scripts and rights with a credit card. Provide the St. Luke's Players' treasurer with receipts for your expenditures to be reimbursed.
- Identify the person/organization that holds the performance rights for the play. This information is usually on the front of the script. If you don't have a script, Google the name of the play.
- Ask St. Luke's Players secretary for the password for the publisher (usually this is the same as the Yahoo account).
- Apply for performing rights first in case the license is denied then order scripts online. Each site is a little different, but you will probably need the following information to order performance rights:
  - Author and title of the play
  - Performance dates
  - Number of performances (usually 12 except the panto is usually 13)
  - The hall capacity (130)
  - Ticket prices (currently \$16 for adults and seniors, \$8 for ages 12 and under for the panto)
  - Address of venue: St. Luke's Church Parish Hall, 3821 Cedar Hill Cross Rd., Victoria, BC Canada
  - Mailing address of St. Luke's Players:  
PO Box 50044, 1594 Fairfield Road, Victoria, BC V8S 5L8
- To order scripts you will also need the number in the cast (this is listed in the script or on the publisher's website)
- Order one script for each cast member plus seven for production crew.
- The mailing address should be a person rather than the St. Luke's Players mailbox. Either use your address or someone else involved with St. Luke's Players.



### **SAMUEL FRENCH**

- The Samuel French website is [www.samuelfrench.com](http://www.samuelfrench.com) and our account number is #700146.
- When buying scripts, select the shipping option USPS First Class International. Typically, we don't pay handling or PST/GST with this option.
- If you need help from Samuel French, contact Andrew Rincón or Kate Karczewski, Non-Professional Licensing 917-933-7733 [nonprofessional@samuelfrench.com](mailto:nonprofessional@samuelfrench.com).

### **DRAMATISTS PLAY SERVICE (DPS)**

- The DPS website is <https://www.dramatists.com>, our account number is 44146 and our username is stlukesplayers.
- Select UPS Standard (Canada Only)
- If it is cost effective, try to purchase the scripts from a publisher in Canada as there is always PST/GST and a brokerage fee between \$30 and \$40 when purchasing from DPS. If we do buy from DPS and incur fees, use the carrier as the broker.

### **HEUER PUBLISHING**

- Website address is <https://hitplays.com>. Login using our email address [stlukesplayers@yahoo.ca](mailto:stlukesplayers@yahoo.ca).
- The only shipping option is International. Typically, we don't pay PST/GST with this option.

### **PLAYWRIGHTS GUILD**

- Apply for performance rights at <https://www.playwrightsguild.ca/>. We are not members. Check that the play is still with the Playwrights Guild by clicking Purchase a Play and browse to find the play. The Contact Us tab will explain how to apply for the rights. You will receive an email saying that the request has been forwarded to the publisher.
- When you have confirmation that you have obtained the rights, purchase the scripts from the guild website by clicking Purchase a Play or send an email to [orders@playwrightsguild.ca](mailto:orders@playwrightsguild.ca). They make copies of some scripts so it may be cheaper to purchase one copy of the script and the rights to copy. The church secretary will make photocopies for each member of the cast and crew (seven).