

MEDIA DEVELOPMENT AUTHORITY
A USER'S GUIDE TO ARTS ENTERTAINMENT LICENCE APPLICATIONS

MDA has drawn up the following guidelines to facilitate the application process for Arts Entertainment Licences. For proper assessment and classification of the event, applicants are advised to submit complete applications with all the necessary information.

Content of Submissions

1 Please note that the following supporting documents (whichever applicable) are required to be submitted together with your Arts Entertainment Licence application.

(a) For Plays, Play-Reading, Poetry Recital and Performance Art

- Synopsis
- Finalized script
- Programme schedule for events comprising of more than 1 performance (this should include information such as the title and duration of items, to be presented, the artistes, etc)
- Detailed descriptions of unscripted performances, including but not limited to the intent and description of the performance, the materials to be used and the extent of interaction with the audience during the performance, if applicable; and
- Multimedia material that may be subject to classification.

(b) For Exhibitions

- Photographs of each exhibit; and
- Multimedia material that may be subject to classification.

(c) For Pop/Rock concerts, Variety Shows, Dance

- Detailed programme schedule
- Layout plan of the event location
- Set list and encore list, with lyrics of original compositions; and
- Multimedia material that may be subject to classification.

2 Where multiple performances are to be undertaken under a single licence application, detailed information including artiste name(s), details of the specific performance and duration should be provided for each of the performances.

Submission Timeframe

3 To allow sufficient time for applications to be processed or advisories to be included in publicity materials and advertisements, submissions should be made at least two months before the date of the event. Late or incomplete submission of supporting documents may result in the delay of the issuance of the licence and may not guarantee that the application will be processed in time.

4 If the content of the submission is controversial and/or requires consultation with the Arts Consultative Panel, more time will be necessary. Such applications will be rejected if they are submitted less than 2 weeks before the date of exhibition or event.

Changes After Licence Issuance

5 Applicants should note that no changes should be made to supporting documents (such as scripts, set lists and exhibits) after a licence has been issued. Where a change is required due to extenuating circumstances, a re-application for an arts entertainment licence must be made. The application will be treated as a fresh application, subject to the general processing timeframe.