

## Terms & Conditions of Participation – *Yours Truly*

*Issued by Caudan Performances Limited, hereafter referred to as “CPL”*

### 1. Eligibility

1.1 Participation is open to individuals aged **18 years and above**.

1.2 By submitting a letter or taking part in the performance, the participant agrees to comply with the present Terms & Conditions in full.

### 2. Submission of Letters

2.1 Letters may be submitted either:

- (a) anonymously; or
- (b) signed with the author's name.

2.2 In both cases, participants must provide valid **contact details** (email address or telephone number) for follow-up, especially in the event of selection.

2.3 Letters may be handwritten or typed and submitted physically in the designated postboxes or online via the official platform linked through the QR code.

2.4 The CPL reserves the right to exclude any submission that does not comply with the content guidelines below.

### 3. Content Guidelines

3.1 Letters may be creative, personal, fictional, poetic, or reflective in nature.

3.2 Submissions must not contain:

- Hate speech
- Defamatory, discriminatory or violent language
- Any content in breach of applicable laws or third-party rights

3.3 The organising body shall not be held liable for the content submitted by participants but reserves the right to remove any inappropriate material.

### 4. Selection Process

4.1 A selection committee appointed by CPL will review the submissions. Letters may be selected for public reading based on their emotional, literary, or thematic relevance.

4.2 Selected participants will be contacted prior to the event. CPL does not guarantee the selection of all letters received.

4.3 If selected, the author may choose to:

- (a) read the letter themselves during the performance; or
- (b) designate a reader or allow CPL to appoint a performer.

### 5. Confidentiality & Consent

5.1 Authors of anonymous letters will remain anonymous unless they expressly request otherwise.

5.2 By submitting a letter, the participant grants the organiser a **non-exclusive, royalty-free, revocable licence** to publicly present, read, or publish the letter as part of the *Yours Truly* project.

5.3 Participants retain ownership of their work and may revoke consent in writing 2 weeks prior to the event.

## **6. Participation in Performances**

6.1 Individuals invited to perform (read letters on stage) agree to do so under the direction and coordination of CPL.

6.2 Performers must adhere to professional standards of conduct, including respecting the emotional integrity and confidentiality of the submitted letters.

6.3 Participation may be withdrawn by the performer or author at any time, upon written notice to the organiser.

6.4 A short preparatory session or rehearsal may be required prior to the live reading.

## **7. Recording, Archiving and Promotion**

7.1 The organiser may photograph, film or record the live readings for **archival, promotional or educational** purposes.

7.2 Consent for use of image, voice, and performance may be revoked in writing prior to the event. If not revoked, participants grant the organiser a limited, non-commercial licence to use such materials across its communication channels.

## **8. Data Protection**

8.1 Personal data collected (name, contact details) will be used exclusively for the purposes of the *Yours Truly* project.

8.2 This data will not be shared with third parties without prior written consent and will be stored securely in accordance with applicable data protection regulations.

## **9. Modification and Cancellation**

9.1 CPL reserves the right to amend the format, dates, or scope of the *Yours Truly* project at its sole discretion.

9.2 In the event of cancellation, no compensation shall be due to participants for submitted content or planned performances.

**By submitting a letter or agreeing to perform as part of *Yours Truly*, you confirm that you have read, understood, and accepted the above Terms & Conditions.**