

AACTFest Festival Commission Representative Responsibilities

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- Serve as a liaison between the festival and AACT.
- Communicate with the adjudicators and confirm that they have received the necessary paperwork and scripts. Answer questions.
- Confirm that all companies have complied with all AACTFest regulations.
- Assist festival chairs and local hosts as requested.
- Answer questions regarding the *AACTFest Handbook*.
- Arrive in time to conduct the companies' technical meetings.
- Check for appropriate permissions from the licensing agent(s).
- Review the script (fourth script) and pay attention at rehearsals.
- Ensure the cutting follows any conditions specified in the royalty contract.
- Conduct the Adjudication Orientation.
- Obtain a list of awards to be given.
- Check each production's time with the official timekeepers and collect signed Timing Forms.
- Make the final ruling in all matters of dispute.
- Recover scripts from adjudicators and return to companies.
- Serve as the ballot tallying officer.
- Send appropriate forms to the AACT Office.
- Return Festival Commissioner Report with an evaluation of the adjudicators to the AACT Office.