



National Company Checklist

To help you prepare for your trip to the AACTFest 2017 National Festival and be sure that you have submitted all the required items, follow this checklist. Download materials and fill in forms at aact.org/17company.

Due immediately

_____ Entry Information – fill in online at aact.org/national-entry

_____ Promotional Information, Production Photos, and Company Logo – fill in online at aact.org/promotional

Due two weeks after regional festival - Send to AACT, 1300 Gendy St, Fort Worth, TX 76107 or info@aact.org

_____ Performance Scripts – Five (5) copies are required for the National festival as opposed to the four required for state and regional festivals. **Send one additional original copy with all cuts/alterations indicated to the AACT office.** If for some reason scripts were not submitted from the Regional festival, please remit all five copies.

_____ AACTFest Warranty of Company Compliance - updated for the National festival (Form T2)

_____ AACTFest Affidavit of Actor Eligibility (if there have been authorized substitutions since your regional festival) - one for each new actor performing (Form T3)

Due two weeks after regional festival – submit online

_____ AACTFest Company Registration – see instructions at aact.org/17company.

Due by May 18

_____ Technical Information for National Festival – fill in form online at aact.org/tech

_____ Program Information – fill in form online at aact.org/program

_____ Company Travel Information – fill in online at aact.org/travel

Due by May 28

_____ Make hotel reservations. For AACTFest 2017 there is not one "official hotel," but three offering discounts, and all connect to Rochester's Skyway system. **DoubleTree Hotel** - \$154; **Hilton Garden Inn** (includes breakfast) - \$134; **Kahler Grand Hotel** - \$124. Go to aact.org/aactfest-2017-transportation-hotels and follow the links to make your reservations. Don't wait until the last minute!

_____ If **shipping scenery** to Rochester, email [Shipping Scenery Request](mailto:ShippingSceneryRequest). This will go to Janet Roeder at Rochester Civic Theatre (janet@rochestercivictheatre.org), Tracy Austin of the Rochester CVB (taustin@rochestercvb.org), and copy Festival Technical Liaison Bob Frame (framer@cayuga-cc.edu).

_____ If trashing scenery after performance there will be a nominal dumpster fee and advance request is needed. Contact Janet Roeder at (janet@rochestercivictheatre.org).