

# AACTFest 2019

## Form Submission Checklist

### Forms for Entering Companies

**Deadline for submission of forms is set by the Festival Chair.**

**Check with the Festival Chair as to the deadlines for the festival you are entering.**

**Forms T1 and T4 are online forms that, when completed, will be forwarded to the Festival Chair.**

**Program Information is an online form completed by companies advancing from their state to regional festival. State festivals collect program information independently, check with your state Festival Chair for submission of program information for your state festival.**

**Please contact the AACT office (817-732-3177) if you are having difficulties with the online forms.**

**T2, T3, and Scripts are submitted directly to the Festival Chair.**

**Form T2 and T3 must be filled out in hard copy and include signatures.**

- AACTFest 2019 Entry Information** **T1**  
*T1 is an online form: [aact.org/aactfest-company-entry-information-form-t1](http://aact.org/aactfest-company-entry-information-form-t1)  
Submit online by the deadline set by the Festival Chair.*
- Applicable fees - submit directly to Festival Chair**
- AACTFest 2019 Warranty of Company Compliance** **T2**  
*T2 is included in this packet.  
Complete, sign, and submit directly to Festival Chair.*
- AACTFest 2019 Affidavits of Actor Eligibility** **T3**  
*T3 is included in this packet.  
Complete, sign, and submit directly to Festival Chair.*
- Program Information**  
*Program Information online form is completed by companies advancing from their state to regional festival: [aact.org/aactfest-program-information](http://aact.org/aactfest-program-information)  
Submit online by the deadline set by the Festival Chair.  
State festivals collect program information independently, check with your state Festival Chair for submission of program information for your state festival.*
- AACTFestival 2019 Technical Information** **T4**  
*T4 is an online form: [aact.org/aactfest-technical-information-t4](http://aact.org/aactfest-technical-information-t4)  
Submit online by the deadline set by the Festival Chair.*
- Scripts (as cut) (No photo copies of scripts are permitted without written permission from the author/agent.)  
Submit directly to Festival Chair**

# AACTFest 2019 Warranty of Company Compliance

# T2

Companies advancing to the next level from State Festivals or Regional Festivals must resubmit Form T2 for each Festival.

Festival Level		Festival Dates	Submitted by _____ Theatre _____ Submission Date _____
State of _____	Region # _____	Month/Dates/Year _____	

This representation is a guarantee to the American Association of Community Theatre (hereinafter AACT) and festival host(s) by \_\_\_\_\_ (hereinafter Theatre),

- a(n)  nonprofit corporation  
 unincorporated organization  
 other

whose legal notice mailing address is:

c/o Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

as and for partial consideration for the entry of its production in the 2019 AACTFest for the

State of \_\_\_\_\_ Region Number \_\_\_\_\_

The Theatre hereby warrants that:

**it has secured performance rights and paid royalties for this production to the licensing agency listed below, and, if needed, has secured written permission to cut the script; and, has documentation of written permission to copy any script, published or unpublished.** \_\_\_\_\_ initial

**it has obtained all necessary music rights, and rights for art, photographic (still, movie, video), visual, and any others that may be utilized in the production, that are not in the public domain, and holds AACT, its agents, employees, and subcontractors harmless and free from all financial responsibilities connected with the production and the acquisition of rights.** \_\_\_\_\_ initial

Licensing agency (ex: Samuel French) \_\_\_\_\_

Website \_\_\_\_\_

If agency is an individual or not well known:

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

In Witness whereof, the Theatre, by one of its officers, executes this Warranty under the express, formal authority of the Theatre's governing board, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Theatre Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name, Title

# AACTFest 2019 Affidavit of Actor Eligibility

# T3

Festival Level		Festival Dates	Submitted by _____
State of _____	Region # _____	Month/Dates/Year _____	Theatre _____
			Submission Date _____

To be filled out by individual representing entering theatre company. ↑

THIS DOCUMENT **MUST** BE SENT TO THE APPLICABLE STATE AACTFest CHAIR NO LATER THAN TWO (2) WEEKS PRIOR TO THE FESTIVAL DATE.

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To be filled out by actor and given to individual representing entering theatre company. ↓

I, \_\_\_\_\_, hereby certify that:

1. I am receiving no payment (direct or indirect) for my participation in AACTFest 2019 as a member of  
\_\_\_\_\_ Theatre Company \_\_\_\_\_

in the production of \_\_\_\_\_ Production Title \_\_\_\_\_

2. I am not an active member of Actor's Equity or SAG/AFTRA at this time and will not become an active member of Actor's Equity or SAG/AFTRA as long as I am involved in an AACTFest 2019 production eligible for competition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date