

# AACTFest 2019 Form Submission Checklist

## Forms for Festival Chairs & Hosts

**AACTFest 2019 Festival Information** **C1**

**C1** is an online form: [aact.org/aactfest-festival-information-form-c1](http://aact.org/aactfest-festival-information-form-c1)  
Submit online as soon as festival chair, date, or host is known. Update as needed.  
Notify the AACT office as soon as the Festival Chair or the date of the festival is known.  
Submit the online form even if incomplete, then notify the AACT office when further information is determined.

**AACTFest 2019 Adjudicator Information** **C2**

**C2** is an online form: [aact.org/aactfest-adjudicator-information-form-c2](http://aact.org/aactfest-adjudicator-information-form-c2)  
Submit to AACT office after approval from the AACT VP for Festivals, at least six weeks before festival.  
**First submit a bio of the selected adjudicators to the AACT VP of Festivals for approval.**  
Submit this form as soon as adjudicators are approved by the AACT VP for Festivals.  
Please notify the AACT VP for Festivals and the AACT office if an adjudicator cancels or needs to be replaced. Help in locating suitable adjudicators is available through the AACT office.

**AACTFest 2019 Sample Adjudicator Contract** **C3**

**C3** is included in this packet.  
Adapt, complete, and provide to adjudicators as soon as approved by the AACT VP for Festivals.

**AACTFest 2019 Program Insert** **C4**

**C4** is included in this packet.  
Include in festival program or otherwise share with audience.

**Suggested AACTFest 2019 Recognition Awards** **C5**

**C5** is included in this packet.

# AACTFest Sample Adjudicator Contract

C3

## ADJUDICATOR CONTRACT

This contract between \_\_\_\_\_ **Organization Name** \_\_\_\_\_ (hereinafter referred to as "Host") and \_\_\_\_\_ **Adjudicator Name** \_\_\_\_\_ (hereinafter referred to as "Adjudicator") is fully binding to both parties to this Contract subject to the statutes of the State of \_\_\_\_\_ **State Name** \_\_\_\_\_.

1. Adjudicator hereby agrees to provide adjudication of all entries for the event known as \_\_\_\_\_ **Name of Festival** \_\_\_\_\_ ("Festival") at the time and place specified. This festival is scheduled for \_\_\_\_\_ **Dates of Festival** \_\_\_\_\_. Host expects the Adjudicator to arrive in \_\_\_\_\_ **City of Festival** \_\_\_\_\_ on \_\_\_\_\_ **Necessary arrival date** \_\_\_\_\_.
2. Adjudicator is required to read all scripts provided prior to viewing the productions, to attend an orientation meeting prior to the opening session of the Festival, to present public adjudication immediately following each production, and to participate in the selection of awards.
3. Adjudicator has read, understands and agrees to abide by the Adjudication Guide of the *AACTFest 2019 Handbook*.
4. At the conclusion of the Festival, the Host shall pay the Adjudicator an honorarium of \$ \_\_\_\_\_ **Amount of honorarium** \_\_\_\_\_ for services stipulated above.
5. The Host will provide lodging at the headquarters hotel for the nights of \_\_\_\_\_ **Dates of Lodging** \_\_\_\_\_; pay the Adjudicator's reasonable meal expenses or a food allowance while in route and during the festival for meals not covered by festival registration; provide round trip transportation as mutually agreed, in advance of travel, from the Adjudicator's home, and transportation during the Festival to and from workshop and performance sites; and provide complimentary admission to all social and meal events that are part of the regular festival registration.
6. The Adjudicator agrees to furnish the Host a publicity photo and bio for purposes of promoting the festival no later than \_\_\_\_\_ **Deadline date** \_\_\_\_\_.
7. This agreement cannot be assigned or transferred. Either party may terminate this agreement herein by giving a minimum of \_\_\_\_\_ weeks prior written notice to the other.
8. This Contract for Services will be considered an offer until signed by both parties thereto. This offer may be withdrawn by the Host if not signed by the Adjudicator and returned to the Host on or before \_\_\_\_\_ **Deadline date** \_\_\_\_\_.

Signed \_\_\_\_\_  
Adjudicator

Date \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
for the Host

Date \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

## STATEMENT OF CENSORSHIP

AACT policy permits the widest possible range of dramatic material to be performed in a festival of the American Association of Community Theatre and does not permit censorship of any company's production.

## PRODUCTION TIMING

The total length of the performance may not exceed sixty minutes (including introductions, scene changes, and curtain calls). Any element that brings the audience into the world of the play (music, sound, movement, lights, etc.) will begin the sixty-minute period. The complete cessation of such will complete the timing period. Each production is allowed a maximum ten minute set-up time and ten minute strike time from an on-deck area. If a set-up or strike is intended to set mood, establish character, or otherwise begin the experience of the play, it will be considered part of the sixty minute performance time.

## GUIDELINES FOR ADJUDICATORS

Plays are to be adjudicated based on the overall production, with acting and directing as the major elements. All types of productions (comedy, drama, original works, musicals, revues, avant-garde, "controversial," etc.) are acceptable entries to the festival and must be considered on a similar basis, with the best production being the one most fully realizing the intent of the material and the concept for the show. Design and technical competence is to be given consideration as to its effectiveness as an integral part of the total production experience.

Any and all statements made by adjudicators are strictly their own opinion and do not necessarily represent the opinions of AACT or any other organization with which they may be associated.

## CRITERIA FOR CONSIDERATION

- Is the acting believable and technically skillful with effective timing?
- Are the characters well interpreted?
- Does the company display ensemble work?
- Is the material appropriate for the company?
- Is the concept appropriate for the material and realized by the company?
- Has the structure of the production been controlled?
- Are the movements and stage pictures effective?
- Is the production well paced?
- Do the technical elements support the overall production?
- How effective was the total impact?

The preceding information is excerpted from the *AACTFest 2019 Handbook*. The complete Handbook must prevail in case of disagreement or confusion.

The text of this insert is available in a basic unformatted text (.txt) file that can be copied into whatever software you use for producing your program. The file can either be downloaded from the AACT website ([aact.org/handbook](http://aact.org/handbook)) or obtained by email from the AACT Office.

# Suggested AACTFest Recognition Awards

C5

Below is a suggested list of awards for consideration. There is neither a minimum nor a maximum number to be given for any award. Other awards may be given if the adjudicators agree that there is some other achievement deserving special recognition. It is best to avoid giving awards that state or imply “best \_\_\_\_\_.” All special recognition awards are optional and no award needs to be given in a category where the adjudicators believe none is deserved.

- Outstanding Performance
- Outstanding Set Design
- Outstanding Costume Design
- Outstanding Lighting Design
- Outstanding Sound Design
- Outstanding Makeup and/or Hair Design
- Outstanding Choreography
- Outstanding Musical Direction
- Outstanding Ensemble Performance
- Outstanding Direction