

AACTFest 2019 Form Submission Checklist

Forms for Festival Commissioners

- Festival Commissioner Responsibilities** **F1**
 Review before each Festival
- Adjudication Orientation Meeting Checklist** **F2**
 No additional action needed after Orientation Meeting
- Production Meeting Checklist** **F3**
 No additional action needed after Production Meeting
- Adjudicator Evaluations** **F4**
 F4 is an online form: aactadjudicators.org Submit ASAP after Festival
- Adjudicator Ballots** **F5**
- Ballot Tally Forms** **F6**
- Timing Forms** **F7**
 AACT Office will send Forms F5, F6, F7 to Commissioner prior to Festival with show titles filled in
 Forward to AACT Office ASAP after Festival
- Festival Commissioner Final Report** **F8**
 F8 is an online form: aact.org/festreport Complete ASAP after Festival
 Contact AACT Festivals Coordinator for log in information - ron@aact.org
- AACTFest 2019 Entry Information** **T1**
 No action needed - Form T1 is an online form previously submitted to the AACT Office
- AACTFest 2019 Warranty of Company Compliance** **T2**
- AACTFest 2019 Affidavits of Actor Eligibility** **T3**
 Obtain Forms T2, and T3 of companies selected to proceed from Festival Chair, and send to next Festival Chair ASAP after Festival. (After regional festival send to AACT Office.) AACT Office will provide FedEx airbill.
- AACTFestival 2019 Technical Information** **T4**
 No action needed - Form T4 is an online form previously submitted to the AACT Office
- Scripts (as cut) (No photo copies of scripts are permitted without written permission from the author/agent.)**
Submit directly to Festival Chair
 Return scripts of companies not advancing to the companies after awards are presented. Include scripts for advancing companies with Forms T2 and T3.

AACTFest 2019

Festival Commissioner Responsibilities

F1

- Communicate with the Festival Host and Technical Chair as soon as possible after assignment.
- Serve as a liaison between the festival and AACT.
- Make the final ruling in all matters of dispute.
- Communicate with Festival Chair and local host prior to festival, reviewing and advising on schedule, and confirming that the adjudicators have received the Handbook Adjudication Guide, contract, and scripts. Answer any questions that arise.
- Answer questions regarding the *AACTFest 2019 Handbook*.
- Confirm that all companies have complied with all AACTFest regulations.
- Arrive in time to conduct the companies' production meetings.
- Review the scripts, supervise rehearsals, and observe all performances.
- Conduct the Adjudication Orientation and provide copies of a list of awards to be given.
- Give Adjudicator Evaluation instructions to two persons who have knowledge of adjudication objectives and will see all (or most) of the adjudications.
- Observe adjudications and complete an online evaluation for each adjudicator.
- Check each production's time with the official timekeepers and collect signed Timing Forms.
- Serve as the ballot tallying officer.
- Retrieve scripts from adjudicators at balloting session. Send advancing company scripts and appropriate forms to the next festival's chair (AACT will provide envelope with Commissioner packet). Return other scripts to the companies after awards are presented, but before they leave.
- Send appropriate forms to the AACT Office.
- Complete Festival Commissioner Final Report online at aact.org/festreport.
- Perform other duties as requested by the AACT Festivals Coordinator.

AACTFest Adjudication Orientation Checklist

F2

Attendees

Festival Commissioner
Festival Chair (if not connected with a festival production)
Festival Assistant/Co-chair (if not connected with a festival production)
Adjudicators
Adjudicator Host(s)
Timekeepers
Technical Director (or designee)

Areas To Be Covered

- Introduce all participants.
- Explain the function and responsibilities of each position.
- Determine the speaking area for the adjudication.
(This should take into account a good sight line for the timekeeper's time warning.)
- Ensure microphone and lighting are available.
- Confirm the length of the adjudications and the method of signaling "time."
- Confirm that the adjudicators have received and understand the *AACTFest 2019 Handbook, Adjudication Guide*.
- If panel adjudication, discuss methodology (See *AACT 2019 Handbook, Adjudication Guide*).
- Discuss and confirm additional awards that will be considered.
- Explain and Review the Adjudicator's Ballot with the adjudicators and explain the agenda of the balloting session.
- Distribute Timing Form (AACTFest Form F7) to the timekeepers and explain its use.
- Explain adjudicator evaluations will be submitted online, copies will be emailed to adjudicators by the AACT Office.
- Reinforce that adjudicators may not discuss any entered production with anyone else before the awards ceremony, except they may discuss entered productions with each other if no one else is present, and during awards deliberations. **Adjudicators may not discuss ranking of productions before the balloting process.**
- Ask for and answer any questions.
- Tour the adjudicators room, restrooms, etc.
- Determine the seating for the adjudicators and timekeepers.

AACTFest Production Meeting Checklist

F3

Each festival is unique, as is each performance site. Adapt this list to local conditions before proceeding. A tour of the entire facility is usually desirable to establish the overall spatial relationships. If offered, it should precede the production meeting. Use this checklist to determine the following needs.

Company City	Performance Session Number Performance Session Start Time
Production	Performance Number (within session) Estimated Start Time
Name of Director or Designated Spokesperson	Rehearsal Day/Time Load-in Time Load-out Time

Areas To Be Covered

Who will call Go and Stop from the 10 x 10? _____

What is the estimated length of the setup? _____

What is the estimated length of the performance? _____

What is the estimated length of the strike? _____

How does the show begin? _____

Will there be a curtain call (which is included in time)? Yes No

How does the show end? _____

Will it begin immediately after setup? after waiting the full 10 minutes?

Note: Time will be given for all company members to take places after set-up is completed, before performance time begins.

Walk through the timing process for setup and strike, as well as the start/stop rules for the performance.

Notes:

Will the main act curtain be used? Yes No _____

Is AC power needed on stage? Yes No _____

Will any actors use the house for entrances/exits? Yes No _____

Will anyone be barefoot on stage? Yes No _____

Will any food and/or liquids be used on stage? Yes No _____

Will microphones or lighting specials be used? Yes No _____

Will any real or simulated weapons be used? Yes No _____

Will matches, candles, or other open flame be used? Yes No _____

Will pyrotechnics or other special effects be used? Yes No _____

Will smoke, fog, or haze machines be used? Yes No _____

Will a company member be prompting or calling the show? Yes No _____

Remind company not to remove their spike tape during strike.

If they are not the first show in a Performance Session, remind them to be prepared for an early start.

Any questions? _____

Have they received information on dressing room assignment and access? Yes No

AACTFest 2019 Adjudicator Evaluation

F4

This is a **SAMPLE** of the adjudicator evaluation questions.
Form F4 is completed **ONLINE** at aactadjudicators.org

General Information

Adjudicator Name _____

State of _____ Region Number _____ National Festival

Festival Dates _____ Number of productions adjudicated _____

Adjudicator Evaluation

Please rate the adjudicator on the following criteria. Please include written commentary on the back of form.

Focused on the producing group, acknowledging its dignity and capability.	Outstanding	Very Good	Good	Fair	Poor
Effectively communicated by establishing an appropriate rapport.	Outstanding	Very Good	Good	Fair	Poor
Was open-minded, honest, and responsive to the group's work.	Outstanding	Very Good	Good	Fair	Poor
Was knowledgeable and provided accurate, critically relevant responses.	Outstanding	Very Good	Good	Fair	Poor
Opened up new awareness and alternative possibilities in a constructive manner.	Outstanding	Very Good	Good	Fair	Poor
Was clear, thorough, and appropriately specific.	Outstanding	Very Good	Good	Fair	Poor
Showed an understanding of community theatre.	Outstanding	Very Good	Good	Fair	Poor
Adhered to criteria as outlined in the <i>AACTFest 2019 Handbook</i> .	Outstanding	Very Good	Good	Fair	Poor

Would you want this person to adjudicate at another festival? Yes No
If no, please explain on the back of form.

Are you affiliated with an entered company? Yes No

Adjudicator Evaluation

Evaluator's Name _____ Date _____

Phone _____ Email Address _____

I certify that I have seen and heard at least 80% of the adjudicator's responses for the above named festival.

Signature _____ Name Printed _____

AACTFest 2019 Adjudicator Ballot

F5

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

Name _____ Ballot Number _____

Please rank all productions with "1" being the most fully realized, "2" being the next, etc. Give completed ballot to Festival Commissioner.

Show Name (in order of performance)	Ranking	* recomend for International Festivals
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1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

* AACT recommends shows for international festivals. Generally speaking, most international festivals want a 40-60 minute show that is movement or music oriented and/or tells a universally familiar story that can be understood and enjoyed by a multi-national audience that may not speak English. A production does not have to advance to be considered, but quality should be a factor. If you believe a production in this festival is suitable for an international festival please check the appropriate column.

Signature _____

AACTFest 2019 Ballot Tally

F6

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

								Ballot #		
1st	2nd	3rd	Adjudicator 1 Ranking	Adjudicator 2 Ranking	Adjudicator 3 Ranking	Adjudicator Name	Show Name (in order of performance)			
X	X	X								
							1.			
							2.			
							3.			
							4.			
							5.			
							6.			
							7.			
							8.			
							9.			
							10.			
							11.			
							12.			
							13.			
							14.			
							15.			

See AACTFest 2019 Handbook, Adjudication Guide, Balloting Process for balloting instructions.

Signature _____
Festival Commissioner

Date _____

Signature _____
Festival Chair or Designee

Date _____

AACTFest 2019 Timing Form

F7

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

	Show Name (in order of performance)	Setup Time	Performance Time	Strike Time
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Any element that brings the audience into the world of the play (music, sound, movement, lights, etc.) will begin the sixty-minute performance time. The complete cessation of such will complete the timing period. 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.
 Each production is allowed a maximum of ten minutes set-up time and ten minutes strike time with timing beginning and ending by designation of the festival stage manager.

Signature _____ Date _____

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.

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