



Dear Regional Winner:

Congratulations on having the honor of representing your Region at the National Festival of AACTFest 2017!

We are going to do everything we can to help make your preparation for Rochester, MN as easy as possible. You will find detailed information — floor plans, forms, schedules, etc. — online at aact.org/17company. Please go there to submit necessary materials and find answers to most of your questions. You can see the directory to National Festival information at aact.org/17. In the meantime, here are a few pieces of information to get you started.

Promotional Information: Fill out the form online **ASAP**, preferably within a week, at aact.org/promotional. In the form are upload links for your theatre's logo and several high-resolution production photos. These images will be used by AACT in *Spotlight*, on the Festival website, and in the Festival program.

Registration. All members of your company must be registered. Registration is online. Go to aact.org/17. Click on "Fees & Registration" in the National Festival grid. Click on "Register Now." Then select the number to be registered in the drop-down box. If registering more than 10 people, register 10, then repeat the process. Select "Full Registration" and "Member Discount/Performing Company Discount." Contact info@aact.org or 817-732-3177 for questions or assistance. **Company registration is due two weeks after your Regional Festival.** However, if you need more time to pay, select to pay by check. Payment needs to be completed by May 1.

Friends and family who accompany you can either register for the entire Festival or purchase tickets to see your performance or attend other festival events such as the Awards Evening on Saturday night. Performance (only) tickets will be available through the AACT registration system (aact.org/17) in mid-May and should be ordered in advance to confirm choice of afternoon or evening performances.

Unlike other festivals you have attended, each company will perform twice at the National Festival, afternoon and evening of the same day, with three companies performing in each session. The National Adjudicators will view the evening performances and provide their adjudications the following day at noon in one of the workshop rooms. See the Schedule of Events at aact.org/17.

Technical and other information forms should be submitted right away, but no later than **May 18, 2017**.

Travel Information: We have arranged a 2% to 10% discount (depending on class of service) on United Airlines and Delta Airlines for travel to the festival. Use Discount Code ZXWB944143 for United (united.com, flights to Minneapolis-MSP-only) and NMPN4 for Delta (delta.com, both Rochester-RST-and Minneapolis). Also, please note that shuttle and other transportation is available from both airports. See aact.org/17 for more information.

Hotel Information: There is not one "official hotel," but three offering discounts, and all connect to Rochester's Skyway system - so you can walk to the theatre without going outside! **DoubleTree Hotel** - \$154; **Hilton Garden Inn** (breakfast included) - \$134; **Kahler Grand Hotel** - \$124. Go to aact.org/17 for hotel reservation links.

If you have any questions, we are here to help. For AACTFest technical questions, contact Festival Technical Liaison Bob Frame (framer@cayuga-cc.edu). For questions regarding the Festival rules and guidelines, contact Vice President for Festivals Kay Armstrong (oktotx@sbcglobal.net) or Festivals Coordinator Ron Ziegler (ron@aact.org); for registration, promotion, and general Festival questions contact the AACT office (info@aact.org, 817-732-3177).

We will send updates if any occur, as we get closer to the National Festival. This information may include schedule changes, clarifications, and other information you will need when you arrive in Rochester.

Again, congratulations. I look forward to seeing you in June.

Sincerely,

A handwritten signature in black ink that reads "Kay Armstrong".

Kay Armstrong
AACT Vice President for Festivals