

*AMERICAN ASSOCIATION OF COMMUNITY THEATRE*

**AACTFest 2021 RFP Hosting Guidelines**

AACTFest is the biennial festival of plays produced by the American Association of Community Theatre (AACT). The two-year cycle begins as early as July in any odd-numbered year and culminates with the National AACTFest in June of the next odd-numbered year.

The national festival has occurred every two years since 1969; in its current format and as AACTFest, since 1987. It is a unique opportunity for companies, individual participants, and observers to learn, teach, improve, impress, network, and socialize.

**Questions and Letters of support should be emailed to Jill Patchin, Conference Coordinator -  
Jill@AACT.org**

**Projected Attendance**

AACT expects attendance of between 400-600. Attendees include AACT members, guests, staff, performing companies, exhibitors, and workshop leaders.

**Meeting Dates:**

AACT's preference is to hold its Festival from Sunday through Sunday June 13-20 or June 20-27, 2021

**Brief Conference Overview – Tentative**

**Community Theatre Festival**

- Mainstage Shows will be comprised of over 10 Community Theatre shows from around the United States and military bases abroad.
- Shows begin on Tuesday and go through Saturday
- Mainstage shows draw over 500+ people
- See Host Theatre Requirements for Theatre Specs.
- Staffing – AACT has a large network of theatre professionals. Preference would be given to theatres that would allow AACT to utilize its own team of professionals and volunteers for festival operations.

**Youth Theatre Festival**

- Secondary Festival consists of 5-10 Youth Theatre performances from across the United States.
- Preference would be to have a secondary stage that can accommodate at least 400 seats.
- Shows tentatively begin on Tuesday and go through Saturday. Scheduling is flexible.
- Secondary stage preference would be to have a fully functional operating stage as well. However, the festival could take place in a ballroom or blackbox if technical specifications can be arranged and met at a reasonable cost.
- See Host Theatre Requirements for Theatre Specifications.
- Staffing – AACT has a large network of theatre professionals. Preference would be given to theatres that would allow AACT to utilize its own team of professionals and volunteers for festival operations.

**Education**

- Workshops to be held Thursday through Saturday of festival week. Generally, 6 breakout rooms will be needed for mornings of those days.
- Workshop spaces should be a mix of
  - 2 Small rooms for conference
  - 2-3 Medium rooms for theatre/classroom

- 1-2 Large rooms for perimeter and movement

### **Meetings**

- 2 Board of Directors Meetings – 2-3 hours each (Tuesday and Saturday)
- 3 Days Committee Meetings – (2 rooms, Tuesday and Wednesday - 2-3 hours each)
- 2 Days Community Theatre Management Conference

### **Exhibit Hall/Special Events**

- 3.5 days of exhibit program (approx. 10' x 10' booth for 20-40 exhibitors – space for breaks/lunches) and 7-10 tables for Design Competition.
- Set up access to be available 1 day prior to Exhibits opening
- Ballroom/Theatre for Awards Ceremony, Endowment Event, Design Competition
- Adjudication/Keynote – Space for 125+ Audience Members each morning (Wed-Sat)

### **Host Theatre Requirements:**

- Theatre Requirements apply for both the Community Theatre and Youth Theatre Festivals
- House capacity minimum 500. If theatre falls below the 500 seat minimum, scheduling of performances and room night commitments may be adjusted.
- Theatre is required to be in working order and fitted to mount productions
- (Detailed technical information available upon request)
- 2 Large Dressing Rooms and other auxiliary spaces
- Appropriate tech and other staff
- Volunteer corps for performances, events, and performing company support
- Proximity to Host Hotel (include transportation options if not within walking distance. Please also address handicap transportation.)
- See *Festival Site Technical Requirements* for further details on Host Theatre Technical Needs

### **Other Festival Needs**

- Host Community Theatre group(s) to provide needed local support for the Festival. Which include, but are not limited to:
  - A volunteer committee of locals is needed to plan and oversee various aspects of the Festival.
  - A volunteer base to assist in the smooth operation of the Festival.
  - Willingness to agree to a two-year commitment to serve as Festival Host Site.
  - Local companies (theatre or business) willing to Sponsor the festival through donations of money, food or other items needed for a successful festival. Festival Program credit is given.
- Sufficient local hotel accommodations for Festival attendees; usually 400-600 people. Accepting a discount “deal” is a plus.
- A site(s) for the Afterglows and Saturday night banquet. The Afterglow is an informal gathering usually with light food and a cash bar. These facilities should be in the general area of the theatre/ hotel. Saturday Banquet is typically a more formal affair with catered hors d'oeuvres or dinner.
- Nearby food establishments for lunches and quick meals or if the facility sponsoring festival has a cafeteria or a means to provide for caterers.
- Minimal fees owed to the facility by AACT (i.e. Union/staff salaries, space rentals, etc.)

- A friendly, knowledgeable facility staff used to, and willing, to meet the needs of community theatres of varying degrees of competence. The facility staff/host Theatre Company will be responsible for supplying the labor to make the Festival a success.

AACT does supply a Technical Director who will coordinate the production aspects with the performing companies and will act as a liaison between the performing companies and the host site. The AACT VP of Festivals will also be available to coordinate with the Host Festival Chair to ensure that Front of House amenities are in place so that all can enjoy the festival

### **Sleeping/Hotel Room Rate Range**

AACT has averaged approximately 1000-1200 room nights (Sunday through Saturday)

Peak Nights Wednesday through Saturday

### **To submit a proposal:**

- Complete the online AACTFest RFP questionnaire <https://www.aact.org/aactfest-hosting>
- Submit Letters of Support from:
  - The main host theatre and venue representative if applicable.
  - Proposed Festival Hotel
  - Other area support (i.e.: Politicians, Chamber of commerce, Arts councils, additional host companies, etc.)

Interested candidates, please submit questionnaires' and letters of support to Jill Patchin no later than **August 1, 2018**.

For questions or additional information:

Jill Patchin  
Conference Coordinator  
American Association of Community Theatre  
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Fort Worth, TX 76107

[Jill@AACT.org](mailto:Jill@AACT.org)

616-401-8864 (mobile)