AMERICAN ASSOCIATION OF COMMUNITY THEATRE

AACTFest 2023

REQUEST FOR PROPOSAL

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.

<table>
<thead>
<tr>
<th>Announcement and Distribution of RFP</th>
<th>1/22/2020</th>
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<tbody>
<tr>
<td>Deadline to Submit Online Host Inquiry Form and Letters of Support</td>
<td>3/01/2020</td>
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<tr>
<td>Finalists Notified</td>
<td>5/30/2020</td>
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<tr>
<td>Site Visits</td>
<td>Summer/Fall 2020</td>
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<td>Bid Awarded</td>
<td>By Spring 2021</td>
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Submit RFP Host Inquiry Form - [aact.org/aactfest-hosting](http://aact.org/aactfest-hosting)

Questions, Documents, and Extensions should be emailed to Jill Patchin, Conference Coordinator - Jill@AACT.org

Projected Attendance
AACT expects attendance of between 500-700. Attendees include AACT members, guests, staff, performing companies, exhibitors and workshop leaders.

Meeting Dates:
AACT's first preference is to hold its Conference from Saturday through Saturday June 11-17, 2023 or June 18-24.

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 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.
Youth Theatre Festival
- Secondary Festival consists of 5-7 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
- 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 for conference set
  - 2-3 Medium for theatre/classroom set
  - 1-2 Large 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)

Food and Beverage
- 1 Welcome Reception
- 1 plated or buffet dinner (Awards Banquet Saturday)
- 3-5 Evening Afterglows - After Show receptions with cocktails and light hors d'oeuvres

Host Theatre Requirements:
- Theatre Requirements apply for both the Community Theatre and Youth Theatre Festivals
- House capacity minimum 600. If theatre falls below 600 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.)
Sleeping Room Rate Range
AACT has averaged approximately 1000-1200 room nights (Sunday through Saturday)
Peak Nights Wednesday through Saturday

Desired Options Provided by Hotel
a. Complimentary meeting space including exhibit space
b. No Food and Beverage minimum
c. (13) Staff rooms at reduced rate (7 days)
d. 1 per 40 complimentary ~ cumulative
e. Tuesday night Early Bird reception hosted by hotel/theatre (attendance approximately 250)
f. Reduced or waived Audio Visual charges
g. (1) Complimentary Suite for the President (7 days). This room is used to host small functions and networking. Must be able to accommodate 10-15 people.
h. (3) Mini-Suites at the sleeping room rate over the block.
i. Complimentary health club use.
j. (13) upgrades to concierge level or comparable rooms
k. Cut-off date 21 days out, group rate valid after cut off upon availability
l. Master Account - no deposit required
m. Reasonable Cancellation/No Attrition clauses
n. Complimentary Internet access in guest rooms and meeting spaces
o. Complimentary shuttle/coach service to airport and off site events
p. Sleeping room rates must be quoted single/double/triple/quad occupancy
q. Sleeping room rates commissionable/rebate of 10 percent
r. Rate to apply three (3) days pre and post upon availability
s. Complimentary rooms for site visits
t. Guaranteed lowest group rate in-house

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<thead>
<tr>
<th>Hotel Days/Dates</th>
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<tr>
<td>Sunday</td>
<td>40</td>
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<tr>
<td>Monday</td>
<td>85</td>
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<tr>
<td>Tuesday</td>
<td>190</td>
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<tr>
<td>Wednesday</td>
<td>225</td>
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<td>Thursday</td>
<td>225</td>
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<td>Friday</td>
<td>225</td>
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<tr>
<td>Saturday</td>
<td>220</td>
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<tr>
<td>Total of Room Nights</td>
<td>1210</td>
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Please address the following with your proposal:

- Pre and post festival activities & major attractions in your city
- Ideas on marketing your city and promotional assistance you can provide AACT.
- List conventions with reference and contact information (+/- 500 attendees) held in your city past 3 years.
- Transportation and accessibility options and limitations
- If any, area theatre, arts, community organizations that may be interested in partnering with the Festival.
- Financial incentives and support (in-kind or hard dollars to offset costs)
• AACT Site visits - assistance with all costs regarding the site visits accommodations for up to five AACT representatives. Site visits include: 1) qualifying visit; and 2) after conference is awarded - one year prior to conference date.

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For questions or additional information:

Jill Patchin
Conference Coordinator
American Association of Community Theatre
Jill@AACT.org
616-401-8864 (mobile)