

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.

Announcement and Distribution of RFP	1/22/2020
Deadline to Submit Online Host Inquiry Form and Letters of Support	3/01/2020
Finalists Notified	5/30/2020
Site Visits	Summer/Fall 2020
Bid Awarded	By Spring 2021

Submit RFP Host Inquiry Form - 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

Hotel Days/Dates	
Sunday	40
Monday	85
Tuesday	190
Wednesday	225
Thursday	225
Friday	225
Saturday	220
Total of Room Nights	1210

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
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