

AACTFest 2023

Form Submission Checklist

Forms for Entering Companies

Deadline for submission of forms is set by the Festival Chair.

Check with the Festival Chair as to the deadlines for the festival you are entering.

Forms T1 and T4 are online forms that, when completed, will be forwarded to the Festival Chair.

Program Information is an online form completed by companies advancing from their state to regional festival. State festivals collect program information independently, check with your state Festival Chair for submission of program information for your state festival.

Please contact the AACT office (817-732-3177) if you are having difficulties with the online forms.

T2, T3, and Scripts are submitted directly to the Festival Chair.

Form T2 and T3 must be filled out in hard copy and include signatures.

- AACTFest 2023 Entry Information** **T1**
*T1 is an online form: aact.org/aactfest-company-entry-information-form-t1
Submit online by the deadline set by the Festival Chair.
T1 must be updated/re-submitted for each level (Regional and National) festival.*
- Applicable fees - submit directly to Festival Chair**
- AACTFest 2023 Warranty of Company Compliance** **T2**
*T2 is an online form: aact.org/aactfest-warranty-company-compliance-t2
Submit online by the deadline set by the Festival Chair.*
- AACTFest 2023 Affidavits of Actor Eligibility** **T3**
*T3 is included in this packet.
Complete, sign, and submit directly to Festival Chair.*
- Program Information**
*Program Information online form is completed by companies advancing from their state to regional festival: aact.org/aactfest-program-information
Submit online by the deadline set by the Festival Chair.
State festivals collect program information independently, check with your state Festival Chair for submission of program information for your state festival.*
- AACTFestival 2023 Technical Information** **T4**
*T4 is an online form: aact.org/aactfest-technical-information-t4
Submit online at every festival level by the deadline set by the Festival Chair.*
- Scripts (as cut) (No photo copies of scripts are permitted without written permission from the author/agent.)
Submit directly to Festival Chair**

AACTFest 2023 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:

I am not a member of Actor's Equity or SAG/AFTRA at this time, have not been granted inactive status for the duration of this production by either organization, and will not become a member of Actor's Equity or SAG/AFTRA as long as I am involved in an AACTFest 2023 production eligible for competition.

Signature

Print Name

Date

AACTFest 2023 Form Submission Checklist

Forms for Festival Chairs & Hosts

AACTFest 2023 Festival Information **C1**

C1 is an online form: aact.org/aactfest-festival-information-form-c1
Submit online as soon as festival chair, date, or host is known. Update as needed.
Notify the AACT office as soon as the Festival Chair or the date of the festival is known.
Submit the online form even if incomplete, then notify the AACT office when further information is determined.

AACTFest 2023 Adjudicator Information **C2**

C2 is an online form: aact.org/aactfest-adjudicator-information-form-c2
Submit to AACT office after approval from the AACT VP for Festivals, at least six weeks before festival.
First submit a bio of the selected adjudicators to the AACT VP of Festivals for approval.
Submit this form as soon as adjudicators are approved by the AACT VP for Festivals.
Please notify the AACT VP for Festivals and the AACT office if an adjudicator cancels or needs to be replaced. Help in locating suitable adjudicators is available through the AACT office.

AACTFest 2023 Sample Adjudicator Contract **C3**

C3 is included in this packet.
Adapt, complete, and provide to adjudicators as soon as approved by the AACT VP for Festivals.

AACTFest 2023 Program Insert **C4**

C4 is included in this packet.
Include in festival program or otherwise share with audience.

Suggested AACTFest 2023 Recognition Awards **C5**

C5 is included in this packet.

AACTFest Sample Adjudicator Contract

C3

ADJUDICATOR CONTRACT

This contract between _____ Organization Name (hereinafter referred to as "Host") and _____ Adjudicator Name (hereinafter referred to as "Adjudicator") is fully binding to both parties to this Contract subject to the statutes of the State of _____ State Name .

1. Adjudicator hereby agrees to provide adjudication of all entries for the event known as _____ Name of Festival ("Festival") at the time and place specified. This festival is scheduled for _____ Dates of Festival . Host expects the Adjudicator to arrive in _____ City of Festival on _____ Necessary arrival date .
2. Adjudicator is required to read all scripts provided prior to viewing the productions, to attend an orientation meeting prior to the opening session of the Festival, to present public adjudication immediately following each production, and to participate in the selection of awards.
3. Adjudicator has read, understands and agrees to abide by the Adjudication Guide of the *AACTFest 2023 Handbook*.
4. At the conclusion of the Festival, the Host shall pay the Adjudicator an honorarium of \$ Amount of honorarium for services stipulated above.
5. The Host will provide lodging at the headquarters hotel for the nights of _____ Dates of Lodging ; pay the Adjudicator's reasonable meal expenses or a food allowance while in route and during the festival for meals not covered by festival registration; provide round trip transportation as mutually agreed, in advance of travel, from the Adjudicator's home, and transportation during the Festival to and from workshop and performance sites; and provide complimentary admission to all social and meal events that are part of the regular festival registration.
6. The Adjudicator agrees to furnish the Host a publicity photo and bio for purposes of promoting the festival no later than _____ Deadline date .
7. This agreement cannot be assigned or transferred. Either party may terminate this agreement herein by giving a minimum of _____ weeks prior written notice to the other.
8. This Contract for Services will be considered an offer until signed by both parties thereto. This offer may be withdrawn by the Host if not signed by the Adjudicator and returned to the Host on or before _____ Deadline date .

Signed _____
Adjudicator

Date _____

Email _____

Phone _____

Address _____

Signed _____
for the Host

Date _____

Email _____

Phone _____

Address _____

STATEMENT OF CENSORSHIP

AACT policy permits the widest possible range of dramatic material to be performed in a festival of the American Association of Community Theatre and does not permit censorship of any company's production.

PRODUCTION TIMING

The total length of the performance may not exceed sixty minutes (including introductions, scene changes, and curtain calls). Any element that brings the audience into the world of the play (music, sound, movement, lights, etc.) will begin the sixty-minute period. The complete cessation of such will complete the timing period. Each production is allowed a maximum ten minute set-up time and ten minute strike time from an on-deck area. 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.

GUIDELINES FOR ADJUDICATORS

Plays are to be adjudicated based on the overall production, with acting and directing as the major elements. All types of productions (comedy, drama, original works, musicals, revues, avant-garde, "controversial," etc.) are acceptable entries to the festival and must be considered on a similar basis, with the best production being the one most fully realizing the intent of the material and the concept for the show. Design and technical competence is to be given consideration as to its effectiveness as an integral part of the total production experience.

Any and all statements made by adjudicators are strictly their own opinion and do not necessarily represent the opinions of AACT or any other organization with which they may be associated.

CRITERIA FOR CONSIDERATION

- Is the acting believable and technically skillful with effective timing?
- Are the characters well interpreted?
- Does the company display ensemble work?
- Is the material appropriate for the company?
- Is the concept appropriate for the material and realized by the company?
- Has the structure of the production been controlled?
- Are the movements and stage pictures effective?
- Is the production well paced?
- Do the technical elements support the overall production?
- How effective was the total impact?

The preceding information is excerpted from the *AACTFest 2023 Handbook*. The complete Handbook must prevail in case of disagreement or confusion.

The text of this insert is available in a basic unformatted text (.txt) file that can be copied into whatever software you use for producing your program. The file can either be downloaded from the AACT website (aact.org/handbook) or obtained by email from the AACT Office.

Suggested AACTFest Recognition Awards

C5

Below is a suggested list of awards for consideration. There is neither a minimum nor a maximum number to be given for any award. Other awards may be given if the adjudicators agree that there is some other achievement deserving special recognition. It is best to avoid giving awards that state or imply “best _____.” All special recognition awards are optional and no award needs to be given in a category where the adjudicators believe none is deserved.

- Outstanding Performance
- Outstanding Set Design
- Outstanding Costume Design
- Outstanding Lighting Design
- Outstanding Sound Design
- Outstanding Makeup and/or Hair Design
- Outstanding Choreography
- Outstanding Musical Direction
- Outstanding Ensemble Performance
- Outstanding Direction

AACTFest 2023 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 - winston@aact.org

AACTFest 2023 Entry Information **T1**

No action needed - Form T1 is an online form previously submitted to the AACT Office

AACTFest 2023 Warranty of Company Compliance **T2**

AACTFest 2023 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 2023 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.

- Communicate with the Festival Host and Technical Chair as soon as possible after assignment.
- Serve as a liaison between the festival and AACT.
- Make final rulings in all matters of dispute, ensuring an even playing field exists for all entrants.
- 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 2023 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 2023 Handbook, Adjudication Guide*.
- If panel adjudication, discuss methodology (See *AACT 2023 Handbook, Adjudication Guide*).
- Discuss and confirm additional awards from the Festival Hosts that may 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? _____ and for strike? _____

What is the estimated length of the performance? _____

How does the show begin? _____

How does the show end? _____

A curtain call will be included in performance time. Will you be including a curtain call? Yes No

NOTE TO COMMISSIONER: Remind them that "A reasonable amount of time will be allowed for all company members to take places after set-up is completed and before performance 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 a company member be prompting or calling the show? Yes No _____
If not, is there an annotated script available? Yes No

The following items should have been requested on your T4 form and approved by the Host TD:

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 _____

No one is to remove any spike tape until the completion of the festival.

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 2023 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 2023 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 2023 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	* recommend for International Festivals
-------------------------------------	---------	--

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 2023 Ballot Tally

F6

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

Ballot # _____

1st	2nd	3rd	Adjudicator 3 Ranking	Adjudicator 2 Ranking	Adjudicator 1 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 2023 Handbook, Adjudication Guide, Balloting Process for balloting instructions.

Signature _____
Festival Commissioner

Date _____

Signature _____
Festival Chair or Designee

Date _____

AACTFest 2023 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 _____