

# AACTFest Adjudication Orientation Checklist

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## Attendees

**Festival Commission Representative**  
**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.)*
- If panel adjudication, discuss methodology (See *Handbook*).
- Confirm the length of the adjudications and the method of signaling "time."
- Confirm that the adjudicators have received and understand [Section 5.03](#) (Responsibilities) and [Section 5.04](#) (Guidelines) of the *AACTFest Handbook*.
- Discuss and confirm other awards that will be considered.
- Distribute Adjudicator's Ballot ([AACTFest Form Q](#)) to the adjudicators and explain its use.
- Distribute Timing Form ([AACTFest Form P](#)) to the timekeepers and explain its use.
- Show the adjudicators the Adjudicator Evaluation ([AACTFest Form J](#)) and explain the process.
- Reinforce the fact that adjudicators may not discuss any production within their group or with anyone else before the awards ceremony.
- Ask for, and answer any questions.
- Tour the adjudicators' room, restrooms, etc.
- Explain and tour the physical production space.
- Determine the seating for the adjudicators and timekeepers.