

AACTFest Form Submission Checklist

A

Forms for Entering Companies

Which Form/Article?	To whom is it submitted?	When should it be submitted?
Entry Information Form	B	
Applicable fees		
Technical Information	C	
<i>Please reference Section 2.04</i>		
Proof(s) of permission		Prior to the deadline(s) as determined by the State Festival Chair
Scripts (as cut)	<input type="checkbox"/> State Festival Chair	
Program Information		Note that deadlines for each of these items may vary from one another
Affidavits of AATFest Actor Eligibility	D	
Warranty of Company Compliance	E	

Forms for Festival Chairs

Which Form?	To whom is it submitted?	When should it be submitted?
Festival Information Form	F <input type="checkbox"/> AACT Office	When festival site or date is known
Adjudicator Information Form	G <input type="checkbox"/> AACT Office	When adjudicators are known
Entry Information Form	B <input type="checkbox"/> AACT Office <input type="checkbox"/> next level Festival Chair	Upon receipt from company Immediately after festival
Technical Information Form	C	
Affidavits of AACTFest Actor Eligibility	D <input type="checkbox"/> next level Festival Chair (only production(s) selected to proceed)	
Warranty of Company Compliance	E	Immediately after festival
Adjudicator Evaluations	J <input type="checkbox"/> AACT Office	
Final Report	L	

Forms for Festival Commission Reps*

Which Form?	What action should be taken?
Technical Meeting Checklist	N No additional action needed after Technical Meeting
Adjudicator Orientation Meeting Checklist	O No additional action needed after Orientation Meeting
Timing Forms	P
Adjudicator Ballots	Q Forward to AACT Office ASAP after Festival. Retain a copy until next level festival has concluded.
Ballot Tally Forms	R
Festival Commissioner's Festival Report	** Forward to AACT Office ASAP after Festival