

Schedule

An invitation to submit proposals to host the National Festival will be published in the Spring AACT *Spotlight* "all known theatres" issue of the even-numbered year approximately three years before the prospective festival.

Each applicant will submit to the Festival Commission Chair:

- A letter of interest by July 31 of that year.
- A preliminary proposal to be reviewed by the AACT Executive Committee prior to its fall meeting, which may produce requests for additional information for the selection process.
- A final proposal, including a budget, by December 31.

Proposal Information & Schedule Criteria

Each applicant will present the final proposal to a combined meeting of the Festival Commission and the AACT Board at the time of the Winter Board Meeting approximately two years before the proposed festival. The festival site selection is normally made at this time by a vote of the combined bodies. People who are members of both bodies will only vote once.

The proposal to host a national festival should contain:

- Evidence of the proposing applicant's stability in the community.
- Evidence of the community's support.
- A statement regarding the relationship of the applicant with the state and local arts councils. For example: Is support available and is the organization in good standing with any of the applicable commissions?
- Hotel and housing availability and approximate costs.
- Transportation available to and within the city.
- City map with theatre, hotel, and transportation terminals marked.
- Specifics about the proposed theatre space including seating capacity, stage size and type, set storage capabilities, lighting equipment, offstage facilities, and staff (paid and/or volunteer).
- A video showing the interior and exterior of the facility.

Selection criteria includes the following:

- Theatre Space including: location, seating, physical plant, ground plan, handicapped accessibility, staff (full time, part time, volunteer).
- Meeting space for board, committees, workshops.
- Housing arrangements and rates.
- Transportation availability including: air, ground-to-city, ground-within-city.
- Preliminary budget.
- Preliminary schedule.
- Proposed registration fee.
- Organizational plan with number of volunteers.
- Co-hosts, co-sponsors.
- Community support and resources.
- Relationship with local and state arts councils.
- 501(c)(3) or other tax determination status.
- AACT membership.
- Festival experience including festivals hosted, attended, entered.
- Video of the theatre space.

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Each national festival host is responsible for the following:

FINANCIAL: There is a substantial fee for hosting the National AACTFest in addition to travel expenses for participating theatre companies. Contact the AACT Office for information regarding specific fees.

Other financial requirements include:

- Providing for adjudicators' travel, housing, and meals.
- Mounting and tagging castings provided by AACT, for each of the twelve Regional productions selected plus one for the national host group.
- Producing and mailing two different brochures.
- Providing audio-visual equipment, supplies, facilitator expenses, etc. for workshops.
- Responsibility for any other required expenses.
- Responsibility for all income.

PAPERWORK:

- Providing a budget to be updated and re-submitted as part of the regular report at each AACT Board meeting after the selection.
- Providing a final accounting.
- Signing a statement of agreement with AACT, which specifies the responsibilities of each organization, and that the host will follow all festival rules and procedures set forth in the *AACTFest Handbook*.

PHYSICAL SPACE:

- Providing space for all scheduled workshops.
- Providing space for committee, board, and annual meetings.

CEREMONIES:

- Conducting opening and closing ceremonies as agreed with the Festival Commission Chair and Awards Committee Chair (as necessary).

The National Festival is usually set for the third weekend in June. Any wish to deviate from this should be explained in the proposal.

AACT will:

- Advertise the festival in *Spotlight*.
- Provide the award castings.
- Provide a mailing list for the brochures.
- Pay honorarium to each of the adjudicators.
- Direct the selection of workshops.

Festival Commission Adjudication Committee will:

- Select the adjudicators.

After receiving the initial letter of interest, the Festival Commission Chair will send the applicant a more detailed information packet for use in preparing the proposal.

Unless stated otherwise, the host is responsible for all expenses and retains all income.