AACTFest Form Submission Checklist
Forms for Festival Commissioners

		What action should be taken:
Festival Commissioner Responsibilities	F1	Review before each Festival
Adjudicator Orientation Meeting Checklist	F2	No additional action needed after Orientation Meeting
Production Meeting Checklist	F3	No additional action needed after Production Meeting
Adjudicator Ballots	F5	AACT Office will send to Commissioner prior to Festival with show titles filled in Forward to AACT Office ASAP after Festival Festival Chair may wish to retain a copy.
Ballot Tally Forms	F6	
Timing Forms	F7	
Commissioner Final Report	F8	Complete online at aact.org/festreport ASAP after Festival
Entry Information	T1	Obtain forms 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.
Warranty of Company Compliance	T2	
Affidavits of AACTFest Actor Eligibility	T3	
Technical Information	T4a,b	
Scripts		Return scripts of companies not advancing to the companies after awards are presented. Include scripts for advancing companies with above forms.

There is no longer a Form F4. Adjudicator Evaluations are done online.

AACTFest Festival Commissioner Responsibilities

F1

- Communicate with the Festival Host and Technical Chair as soon as possible after assignment.
- Serve as a liaison between the festival and AACT.
- Make the final ruling in all matters of dispute.
- 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 2017 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 2017 Handbook, Adjudication Guide*.
- ❑ If panel adjudication, discuss methodology (See *AACT 2017 Handbook, Adjudication Guide*).
- ❑ Discuss and confirm additional awards that will 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.
- ❑ 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? _____

What is the estimated length of the performance? _____

What is the estimated length of the strike? _____

How does the show begin? _____

Will there be a curtain call (which is included in time)? ❑ Yes ❑ No

How does the show end? _____

Will it begin ❑ immediately after setup? ❑ after waiting the full 10 minutes?

❑ 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 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 _____

Will a company member be prompting or calling the show? ❑ Yes ❑ No _____

❑ Remind company not to remove their spike tape during strike.

❑ 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 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**	* recomend 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 Ballot Tally

F6

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

Ballot # _____

Show Name (in order of performance)	*Adjudicator Name* ▸	Adjudicator 1 Ranking	Adjudicator 2 Ranking	Adjudicator 3 Ranking	**1st X**	**2nd X**	**3rd X**
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

See *AACTFest 2017 Handbook, Adjudication Guide*, Balloting Process for balloting instructions.

Signature_____ Date_____

Festival Commissioner

Signature_____ Date_____

Festival Chair or Designee

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AACTFest 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_____

AACTFest Festival Commissioner Final Report **F8**

Please complete online at aact.org/festreport no later than one week after the Festival.

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

Results Information

❑ One company proceeding ❑ Two companies proceeding

Company to proceed _____

Show Title _____

Director _____

Company to proceed _____
If two companies are proceeding

Show Title _____

Director _____

Alternate Company to proceed _____

Show Title _____

Director _____

Number of productions in the festival:

Eligible to Proceed _____ Showcase _____ Total _____

Number of people attending and participating in the festival: _____

Number of Adjudicators: _____ Were Adjudicator Evaluations Distributed ❑ Yes ❑ No

Were waivers granted prior to Festival? ❑ Yes ❑ No

Did you make any decisions/rulings? ❑ Yes ❑ No If yes, please detail

Was any company disqualified? ❑ Yes ❑ No If yes, attach copy of letter sent to company

Please identify anything about this festival that worked exceptionally well or exceptionally poorly.

Include With This Report unless all are completed online:

- One copy of the program
- Adjudicator bios, if not in program
- Adjudicator Ballots (AACTFest Form F5) and Ballot Tally (AACTFest Form F6)
- Timing Forms (AACTFest Form F7)

Send to next Festival Chair forms of companies to proceed:

- Entry Information (AACTFest Form T1)
- Warranty of Company Compliance (AACTFest Form T2)
- Affidavits of Actor Eligibility (AACTFest Form T3)
- Technical Information (AACTFest Form T4a, b)
- 4 copies of the script