

ACT-CO FESTIVAL **APPLICATION INFORMATION**



FESTIVAL FEES must be paid by the Festival entry deadline. The cost of each adjudication is \$325.

MEMBERSHIP FEES must be paid by the Festival entry deadline. Memberships are not considered paid until they are received by the Membership Coordinator.

CATEGORIES. A production may be entered in **ONLY ONE** category. If there is any doubt as to which category is appropriate, please contact the Festival Scheduler.

ADJUDICATION DATES are allocated in the order in which completed entries are received, but allocation also considers adjudicator availability, and the schedule as a whole.

SCRIPTS & LIBRETTOS should accompany application forms. If you cannot enclose the script, it **MUST** be received by ACT-CO at least **FOUR WEEKS** prior to adjudication night. Failure to forward the appropriate material on time may jeopardize your adjudication. Groups entering musicals shall provide a libretto; the full piano score must be available to the adjudicator on the night of the adjudication. Scripts and librettos become the property of ACT-CO unless you clearly indicate in writing when submitting your application that they must be returned.

MAPS are a necessity for the adjudication party. Please send a legible map (preferably with an electronic version or link.) Please ensure that your map is accurate and provide a contact telephone number on-site in case of emergencies. If your group will be hosting the private adjudication at a site other than the theatre, please include the address and a map to this site with your entry.

SEATING will be required for the Adjudication party. Please plan on setting aside four (4) seats together. They are best situated in the mid-section, on the aisle. A configuration of 2 in front and 2 behind will minimize the disturbance of patrons that might be caused by the adjudicator's light or note-taking.

PUBLIC ADJUDICATION. The public adjudication is at the option of the group. If the group does not want to receive a public adjudication, please specify that on your application form. If scheduled, the audience should be informed prior to the performance that there will be a public adjudication and invited to remain at the conclusion of the performance. This information may be supplied as an insert into the program, a notice in the lobby or an announcement by a member of the group. A brief explanation of the adjudication process might prove helpful to audience members. The public adjudication commences approximately five minutes after the conclusion of the performance. Enough time will be provided for audience members who wish, to leave the theatre, and to allow cast and crew to be positioned where they may clearly hear the Adjudicator's comments during the public adjudication.

The adjudicator will be introduced to the audience by the Festival Chair or designate.

CONFIRMATION of receipt of your application and adjudication dates will be sent to you as quickly as possible. The groups that will be adjudicated at the beginning of the Festival will be contacted by telephone.

HOST is required by the company on the adjudication night. Please ensure that this person is at the theatre one-hour prior to curtain to receive the adjudication party and review any special preparations for the adjudication, including time restrictions for the evening. This person must also have the authority to make decisions in an emergency.

PRIVATE ROOM (or quiet area close to the theatre) is required for the adjudicator to make notes privately. The room should be available at least thirty minutes prior to the start of the performance, and during intermission. Light refreshments are not expected, but appreciated. At a minimum, please provide water for the adjudicator.

PRIVATE ADJUDICATION will commence approximately ten minutes after the conclusion of the Public Adjudication. This will allow the audience to leave, the cast and crew to change, remove makeup, wash up etc. **All members of the Group (not just the Production) may attend the Private Adjudication.** The Private Adjudication will be 60-90 minutes in length. Please ensure your group provides adequate time following the production to ensure all aspects of the production can be covered. It is preferable that the Private Adjudication take place in the same location as the Performance and Public Adjudication. If this is not possible, the new location should be as near as possible, and should be a smoke-free environment. Maps to any secondary location **MUST** be available for the adjudication party.

POST-ADJUDICATION EVALUATION FORMS are distributed (or available for download on the website) for groups to comment on and evaluate the adjudication. We strongly encourage the group to complete and submit this form following their adjudication. ACT-CO receives the evaluations in confidentiality and gathers the feedback to ensure quality adjudications.

THEATRE ONTARIO FESTIVAL. One participating group in the ACT-CO FESTIVAL will be invited by the Board, through the Festival Chair, to represent ACT-CO at the Theatre Ontario Festival. This invitation will be extended at the conclusion of the awards presentations at the ACT-CO Gala. Prior to the Gala, group executives, casts, and production teams should discuss their desire and ability to remount their presentation. Each group shall ensure that someone at the Gala is authorized to respond on their behalf. Failure to do so will be taken as a negative response.

COPYRIGHT. The actual script being used must be the exact text being performed and must be an original edition and not a photocopy. If any changes are made to the script, written permission from the rights holder to make said changes must be obtained and forwarded to ACT-CO. Copyright infringement by our member groups is not acceptable. Any deliberate copyright infringement of a play-script entered in the ACT-CO Festival will be penalized by elimination of the entire production and its

personnel from Thea award consideration. Said production will, of course, receive its full adjudication regardless. Please contact your rights holder, playwright, or their agent if you have any questions regarding the issue of copyright infringement. They can best determine if any changes your group is considering will violate the copyright.

PROFESSIONALS. The ACT-CO Festival awards are intended to recognize outstanding achievements by community theatre artists, and not achievements by professional artists working on community theatre productions. Professional artists are not eligible for ACT-CO Festival awards. All groups entering Festival will be expected to identify any professionals participating in a production prior to adjudication. Failure to disclose this information will be penalized by the ACT-CO Board.