

# ACT-CO FESTIVAL

## BOARD RESPONSIBILITIES



	<u>CATEGORY LIAISON</u>	<u>GROUP LIAISON</u>
<b>THROUGHOUT THE FESTIVAL</b>	<ul style="list-style-type: none"> <li>Serve as point of contact between ACT-CO and the adjudicator</li> </ul>	<ul style="list-style-type: none"> <li>Serve as point of contact between ACT-CO and the group</li> </ul>
<b>WEEKLY DURING FESTIVAL</b>	<ul style="list-style-type: none"> <li>Contact the adjudicator, review the adjudications that week, let him know if you will not be in attendance and who will be there on behalf of the Board</li> </ul>	<ul style="list-style-type: none"> <li>Contact the group, remind them of requirements for adjudication night and need for award eligibility form</li> </ul>
<b>ADJUDICATION NIGHT</b>	<p>IF YOU ARE IN ATTENDANCE AT THE ADJUDICATION</p> <ul style="list-style-type: none"> <li>Arrive 45-60 minutes before curtain (as practicable)</li> <li>Collect award eligibility form</li> <li>Collect two copies of the show program</li> <li>For musicals (and other productions, if specified), ensure scripts are returned by adjudicator to group</li> <li>Gives introduction to audience before public adjudication (if there is one)</li> </ul>	<p>IF YOU ARE IN ATTENDANCE AT THE ADJUDICATION</p> <ul style="list-style-type: none"> <li>Arrive 45-60 minutes before curtain (as practicable)</li> <li>Gives introduction to group before private adjudication</li> <li>Take award eligibility form to the adjudication and bring the completed form back to the subsequent ACT-CO Board Meeting.</li> </ul>
<b>AFTER ADJUDICATION NIGHT</b>	<ul style="list-style-type: none"> <li>Submit mileage claim if round-trip is greater than 50km</li> </ul>	<ul style="list-style-type: none"> <li>Follow-up with the group to collect feedback form</li> <li>Submit mileage claim if round-trip is greater than 50km</li> </ul>