

Dear Member Theatre:

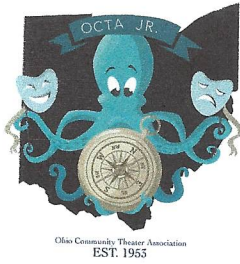
Thank you for your entry into the 2024 OCTA Jr. festival to be held July 27, 2024, at the beautiful Knox Memorial Auditorium in Mount Vernon, Ohio.

Please fill out the final entry paperwork and return it by June 21, 2024. In accordance with all rules governing performances, be assured that this organization does not permit recording of any part of your excerpted performance. This is not limited to photography, video recording or audio recording of your actual performance. Please advise your accompanying patrons of this rule of the event. There will be group photos taken of each cast in costume following the performance as well as candid photos of participants during the day. There will be both verbal and written announcements pertaining to the above requirements. Thank you for your consideration in this matter.

We have been asked to bring the OCTA Jr. winners back to the Annual Conference held Labor Day Weekend. There will be one (1) Invitee theatre for every four (4) theaters presenting excerpts and one (1) Alternate. The Invitee(s) will be showcasing their excerpt along with all the other 8 regions. They will receive adjudication and awards. To see all the events happening at the conference this year go to [www.octa1953.org](http://www.octa1953.org). Invitee directors will also receive an information packet at the OCTA Jr. festival.

See you in a few weeks!

Bruce Jacklin & Sonja Hyer  
2024 OCTA Jr. Co-Chairs



# OCTA Fest, Jr. 2024

## Youth Theatre State Festival

Dear OCTA Member Theatre:

On behalf of the Board of Directors of the Ohio Community Theatre Association, I am pleased to inform all theatres on the OCTA Fest Jr., a festival of excerpts focusing on youth/children's theatre. We are pleased to announce that we will be at the beautiful Knox Memorial Auditorium in Mount Vernon, OH, for the 15<sup>th</sup> annual festival on July 27, 2024. (If more theaters enter, we may have to extend to a two-day event).

We believe this festival for youth/children's theatre will help us deliver on one aspect of our organization's stated purpose: to promote excellence and creativity in live theatre by providing educational opportunities for growth in artistic and technical aspects of live theatre. We want to create an exciting opportunity for member theatres to learn from one another and to support each other's efforts toward excellence – all in the context of one of the most demanding and satisfying forms of art known to humanity: youth/children's theatre.

Enclosed you will find a packet of information to assist theatres who wish to apply to participate in OCTA Fest, Jr. 2024. The packet includes a.) OCTA Fest, Jr. rules; b.) OCTA Fest, Jr. Technical Information; and c.) a Theatre Application Form; d.) a warranty form; e.) a substitution form; f.) a sample letter to request clearance; and g.) a theatre registration form.

**PLEASE RETURN THE FORMS NO LATER THAN JUNE 21, 2024.**

**The cost for participating theatres is only \$150.00.** That cost includes registration for the entire cast of the excerpt, plus **SIX (6)** additional staff/crew members. If your theatre is planning to pay for any additional people, those names need to be provided **BEFORE** the day of the festival, so a name badge can be made and placed in the packet you will receive upon your arrival at the festival. This will help alleviate the confusion at the Registration Table the day of the event.

A reminder: OCTA has always valued the opportunities a festival of excerpts provides for attending members to learn from each other. Consequently, the registration provides admission to the entire festival of excerpts for everyone registered. We make a practice of **NOT** offering half-day or single-excerpt registration.

***WRISTBANDS WILL BE AVAILABLE FOR PURCHASE BY AUDIENCE MEMBERS  
AT THE REGISTRATION TABLE THE DAY OF THE EVENT FOR A COST OF \$15. PER PERSON***

If you have a youth/children's program in your theatre, we hope you'll consider being one of our excerpt participants. If you are contemplating a youth/children's program in your theatre, we hope you will attend the festival to gain inspiration and knowledge from the excellent efforts of others.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**OCTAFest Jr. Co-Chairs 2024**

**Bruce Jacklin**

**C: 740-501-8589**

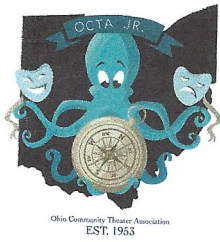
**E: brucejacklin@gmail.com**

**&**

**Sonya Hyer**

**C: 937-823-4519**

**E: onlyrecall@aol.com**



# OCTA Fest, Jr. 2024 Theatre Application Form

THEATRE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
Title of Play: \_\_\_\_\_  
Playwright: \_\_\_\_\_  
Title of Musical: \_\_\_\_\_ Music by \_\_\_\_\_  
Lyrics by: \_\_\_\_\_ Book by: \_\_\_\_\_  
Publishing House: \_\_\_\_\_  
Excerpt Director: \_\_\_\_\_ Phone: \_\_\_\_\_  
Director's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Other Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other Contact Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### CANCELLATION and RETURNED CHECK POLICY

Registration refunds, less a \$10.00 administration charge, will be made for cancellations received on or before July 15, 2023. NO REFUNDS will be made for cancellations after June 21, 2024. Refunds will be mailed after the closing of the festival. NO EXCEPTIONS TO THE FEATURED REGISTRATION PACKAGE. **WRISTBANDS WILL BE AVAILABLE FOR PURCHASE BY AUDIENCE MEMBERS AT THE REGISTRATION TABLE THE DAY OF THE EVENT.** A \$35.00 fee will be charged for all returned checks.

TOTAL DUE: \$150.00

TOTAL ENCLOSED: \$ \_\_\_\_\_

Please make check payable to: **Ohio Community Theatre Association**

Mail this application form and check to:

**Aara Wise  
OCTA Administrative Assistant  
464 Sherwood Downs Rd S.  
Newark, OH 43055**

**DEADLINE FOR APPLICATION: JUNE 21, 2024**







**Please include a copy of the program from your production of this play with this form.**

EXCERPT DIRECTOR : \_\_\_\_\_

EXCERPT PRODUCER : \_\_\_\_\_

EXCERPT MUSICAL DIRECTOR : \_\_\_\_\_

EXCERPT CHOREOGRAPHER : \_\_\_\_\_

EXCERPT STAGE MANAGER: \_\_\_\_\_

COSTUMER: \_\_\_\_\_

PROPS: \_\_\_\_\_

LIGHTING DESIGNER: \_\_\_\_\_

SOUND DESIGNER: \_\_\_\_\_

SET DESIGNER: \_\_\_\_\_

MUSICIANS: \_\_\_\_\_

\_\_\_\_\_

CREW MEMBERS: \_\_\_\_\_

\_\_\_\_\_

We are SHOWCASING ONLY

**For the program, a brief synopsis of the total show for the program is required. This synopsis shall be no longer than 150 words.**

OCTA DELEGATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

OCTA DELEGATE ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

OCTA DELEGATE E-MAIL: \_\_\_\_\_

*Return this entry form with your application by the deadline JUNE 21, 2024 along with Three (3) Copies of your script (Originals, Please – No Photocopies) must accompany this form.*

Aara Wise  
464 Sherwood Downs Rd S  
Newark, OH 43055

If you have any questions, please contact OCTA Jr. Chair:

Bruce Jacklin Ph: 740-501-8589 Email: [brucejacklin@gmail.com](mailto:brucejacklin@gmail.com)



Ohio Community Theater Association  
EST. 1953

We will be taking pre-orders for OCTA Jr. T-shirts. They will have the above logo on the front of the t-shirt and on the back will be a list of excerpts and the theater name presenting the excerpt.

#### Example

Hairspray  
3B Productions

Frozen Jr.  
Theatre 8:15

All shirts must be pre-ordered. There will be none available the day of the festival.

Sizes available will be:

Child Small, Child Medium, Child Large, Child X-Large @ \$11 each

Adult XS, Adult Small, Adult Medium, Adult Large @ \$13 each

Adult X-Large, Adult 2X, Adult 3X @ \$15 each

Please place all names, sizes and money for each shirt on the included form. Unpaid shirts will not be ordered. Checks can be made out to the Ohio Community Theatre Association.

# T-SHIRT ORDER FORM

Name

Size

Amount

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2.		
3.		
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- 22. \_\_\_\_\_
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- 31. \_\_\_\_\_
- 32. \_\_\_\_\_
- 33. \_\_\_\_\_
- 34. \_\_\_\_\_
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_
- 37. \_\_\_\_\_
- 38. \_\_\_\_\_
- 39. \_\_\_\_\_
- 40. \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

## Rules of OCTA Fest, Jr.

1. The OCTA Fest, Jr. Chair will be responsible for seeing that an excerpt festival is held between two (2) or more competing theatres from throughout the entire state.
2. To present at the OCTA Fest, Jr. Festival, all theatres must:
  - a. Be current paid members of the Ohio Community Theatre Association (renewals paid before May Board meeting).
  - b. Have opened the production between last year's Jr. Festival and this year's Jr. Festival.
  - c. Have publicized the production as part of their season.
  - d. No theatre will be allowed to excerpt more than one (1) production a year in a Jr. Festival.
  - e. Each theatre shall send three (3) original published copies of the script to the OCTA Fest Jr. Chair. [If it is an original script, then photocopies are acceptable.] These will be sent to the Responders for reading and will be returned at the Jr. Festival
  - f. Each theatre shall provide a brief synopsis of the total show for the program. This synopsis shall be no longer than 150 words.
3.
  - A. Excerpt material presented must be a continuous (non-edited) excerpt of the published script, unless written permission to edit is received from the publishing company or author and given to the OCTA Fest, Jr. Chair before the excerpt can be performed.
  - B. No unnecessary substitutions in cast may be made. At least 75% of the excerpt cast must be performing in their original roles. However, if the entire production has a cast of only two (2) or three (3) people, one (1) cast member may be substituted, if necessary. Only those performing onstage at the festival will be counted for this requirement. (See Rule 4A & B, in reference to maintaining the integrity of the published script). If substitutions are made, the Substitution Form must be sent to the OCTA Fest, Jr. Chair at least two (2) weeks prior to the festival.
  - C. If a theatre is unable to send an excerpt that meets the participation requirement mentioned in Rule #3B, the theatre may appeal to the OCTA Fest, Jr. Chair at least two (2) weeks prior to the festival for an exemption, by phone or email. Decision of the OCTA Fest, Jr. Chair is final.
  - D. Any emergency substitutions from two (2) weeks prior to the festival up to the time of the performance must be approved by the OCTA Fest, Jr. Chair, by phone, email, or in person at the festival.
4. EDITING
  - A. Excerpts must be performed as written unless permission is received – see Rule #3A. The time period and gender of characters may not be altered without the express written permission of the author or publishing house. Written permission must be presented to OCTA Fest, Jr. Chair prior to performance of the excerpt.
  - B. Characters may not be combined unless a published addendum or alternate version exists in the script performed, or written permission is granted by the author or publishing house and presented to the OCTA Fest Chair prior to the performance of the excerpt.

5. INDIVIDUAL THEATRES ARE RESPONSIBLE FOR THE LEGAL CLEARANCE OF ALL MATERIALS USED AT THE FESTIVAL, AND WILL VERIFY SAID CLEARANCE TO THE OCTA FEST, JR. CHAIR IN WRITING BEFORE BEING PERMITTED TO PERFORM. The OCTA Fest, Jr. Chair will present all verifications to the OCTA Fest Chair before the performance. For convenience, a sample letter and the official warranty form are provided for use in obtaining clearance from the leasing houses, playwright, or publisher. The Warranty Form is the only form that will be accepted as proof of clearance. In addition, as stated in Rule #3A, if you are editing, or using incidental music, you must also present your written permission for each area to the OCTA Fest, Jr. Chair.
6. Excerpts are limited to a maximum of forty-five (45) minutes, not including official introduction. Upon receiving the instruction to begin, each theatre will have forty (40) minutes to set their stage and perform. At the end of forty (40) minutes or the end of the excerpt, whichever comes first, there will be a brief blackout. This will be followed by lights-up for strike, which must be completed in a maximum of five (5) minutes. There is no minimum time. Responders will not comment on anything after the black-out. The official timer shall be provided by the OCTA Fest, Jr. Chair.

Following the strike period, representatives of the performing theatre will be seated in the house, where the responders will have up to three (3) minutes each to critique the excerpt. The theatre may choose who will represent them. This may include the director, producer, cast, designers, and/or crew – at the theatre’s discretion.
7. Introduction of all excerpts will be made in a uniform manner by a designated person(s) at the festival (the OCTA Fest, Jr. Chair or appointed substitute), and will be limited to the name of the play and the author.
  - A. Performers must be 18 years of age or under at the time the original production was performed.
  - B. A performer may appear in an excerpt at the festival if he or she was a) no older than 18 years of age at the time of the home theatre’s production, or b) was a high school senior during the current calendar year.
8. No performer may appear in an excerpt at the festival if he or she received or will receive compensation for the role in that theatre’s excerpt over and above registration fees.
9. Three (3) qualified Responders will be used. They will represent a broad range of theatre experience and approach their critiques in a constructive and educational manner.
10. Responders shall be thoroughly briefed concerning the Festival Rules, Responders’ criteria, awards, etc., by the OCTA Fest, Jr. Chair prior to the Regional and State Festivals.
11. The three (3) Responders at the Festival will identify one (1) Invitee theatre for every four (4) theaters presenting excerpts and one (1) Alternate. The Invitee(s) will present their excerpt along with all the Invitees from the other 8 regions at the OCTA State Conference. They will receive adjudication and awards. Awards for merit, excellent, or outstanding in any or all aspects of the production (i.e. acting, directing, etc.) may be presented

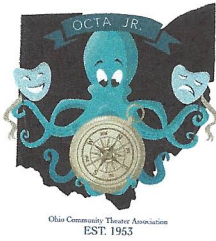


at the discretion of the Responders. so, an excerpting theatre does not wish to be considered as an Invitee, they may do so by checking the box for Showcasing only. Showcasing theaters are still eligible for awards but will not count toward the Invitee numbers.

12. A Director's meeting will be held preceding the excerpts on the day of the performance, as per the schedule. This meeting will include the OCTA Fest Chair or his/her appointee. Directors, one (1) technical person from each entering theatre, Stage Manager, Lighting Operator, and Sound Operator. Time will be provided for the cast to walk the stage. THIS IS NOT A REHEARSAL TIME.
13. Any person attending or participating in any manner in the festival must be a paid registrant of the festival. If any attendee or participant of any age causes a distraction during an excerpt, that patron may be asked to step outside of the performance area immediately.
14. Non-compliance with any rule will result in disqualification by the OCTA Fest Chair.
15. Disqualification/Protest/Appeals
  - A. Protest: Anyone wanting to report a possible rules violation must do so in writing within 60 minutes following the completion of the excerpt in question to the OCTA Fest Chair in charge of the festival.
  - B. Disqualification: Any excerpt or theatre that is being considered for disqualification for a rule(s) violation will be notified as soon as possible prior to the Appeals Committee meeting.
  - C. Appeals: The Director, or his/her appointee, and one (1) other representative of the excerpt or theatre may appeal any protest. Appeals must be done in person the same day as the protest is filed.
  - D. The Appeals Committee: The Appeals Committee will consist of the OCTA Fest Chair in charge of the festival; one (1) OCTA State Board of Directors member, or in cases when a Board of Directors member is unavailable or involved with the excerpt or theatre in question, an appointee of the OCTA Fest Chair; and one (1) Regional Representative of the OCTA Fest Chair's choosing.
  - E. Appeals Committee members should not be a member of, or part of any excerpt or theatre presenting excerpts at the festival.
  - F. The Appeals Committee will make itself available in an announced meeting place following the last excerpt performed each day to hear the protest and appeal.
  - G. Decisions of Disqualification are the responsibility of the OCTA Fest Chair in charge of the festival and are final.

16. Disqualification Proceedings

- A. The OCTA Fest Chair will initiate disqualification proceedings for non-compliance with any rule, regardless of whether a formal protest was received or not.
- B. At the OCTA Fest Jr. Festival, disqualification means that no awards will be given.
- C. If a group is disqualified, it will be announced along with the reasons why, before awards are given at the conclusion of the festival.



# OCTA Fest, Jr. 2024

## Technical Information

### 1. Stage Dimensions:

The lighted acting area at the festival will measure 16' deep x 24' wide and will have a height clearance of 10'. A minimum of five (5) masked entrances will be provided: downstage right, downstage left, upstage right, upstage left, and upstage center.

### 2. Lighting:

Six (6) areas (downstage right, downstage center, downstage left, upstage right, upstage center, and upstage left) will be lit, providing general wash of the stage using electronic dimmers. Areas to be designated as shown here:

4	5	6
1	2	3

(audience)

One (1) follow spot will be provided. If a theatre wishes to bring its own, it MUST first be cleared with the OCTA Fest, Jr. Chair, and the theatre must provide its own operator. The set-up of a follow spot or special lighting must take place within the total forty (40) minute presentation time and removed during the five (5) minute strike time.

### 3. Audio:

The host theatre will provide a sound system for sound effects/music, allowing for connections to laptops, MP3s, etc. The sound system will be permanently set for all participating theatres and cannot be moved to use on stage. Participating theatres who require special sound equipment must provide their own, and must notify the OCTA Fest, Jr. Chair of their plans to bring special equipment at least two (2) weeks prior to the festival. The set-up of any special sound equipment must take place within the total forty (40) minute presentation time and removed during the five (5) minute strike time.

### 4. Set Furnishings:

All furniture, stage props, and set pieces must be provided by the individual participating theatre.

### 5. Electrical Outlets:

Outlets will be available for use on the stage. Theatre must provide their own extension cords, as needed.



# OHIO COMMUNITY THEATRE ASSOCIATION

## WARRANTY

This Warranty is guaranteed to the Ohio Community Theatre Association (hereinafter OCTA) by

\_\_\_\_\_ (hereinafter Theatre),

an \_\_\_\_\_ Ohio / \_\_\_\_\_ Kentucky / \_\_\_\_\_ West Virginia / \_\_\_\_\_ Indiana,

\_\_\_\_\_ non-profit corporation / \_\_\_\_\_ unincorporated association, whose legal notice mailing address is:

\_\_\_\_\_

State \_\_\_\_\_, Zip \_\_\_\_\_, as and for partial consideration for the entry of its

play excerpt in the OCTA Jr. Festival, scheduled at Knox Memorial Auditorium 112 E. High St., Mount Vernon, OH 43050 on the 27th (day) of July (month), 2024.

The Theatre hereby warrants that it has secured all rights to present its excerpt from the play/musical

\_\_\_\_\_, as part of the OCTA Jr. Fest scheduled

for the date(s) mentioned above. These rights were secured from \_\_\_\_\_,

by payment of royalties on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month),

20\_\_\_\_, or by other consideration. The Theatre fully understands and acknowledges that OCTA refuses to accept for performance any excerpt without the prior, full knowledge and consent of the owner or appropriate agent for the owner of the rights to the performed material and/or including royalty for incidental music, if used. Therefore, the Theatre, for itself, its directors, agents, officers, successors, and assigns, hereby shall indemnify, warrant, defend, and save OCTA, its directors, agents, officers, employees, representatives, successors, and assigns, harmless from any liability in tort, contract, equity, or other theory of recovery, for damages, attorney fees, court costs, or other expense or remedy, which may be caused by the presentation and performance of the Theatre's excerpt in the OCTA Fest.

In Witness Whereof, the Theatre, by two of its officers, executes this Warranty under the express, formal authority of the Theatre's governing board, on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 20\_\_\_\_.

Theatre Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

Its: \_\_\_\_\_  
(print name & title)

Its: \_\_\_\_\_  
(print name & title)



# 2024 OCTA Jr. FESTIVAL SUBSTITUTION FORM

Region: \_\_\_\_\_ Festival Date: \_\_\_\_\_

Director or Designee: \_\_\_\_\_

Theatre Name: \_\_\_\_\_

OCTA Delegate: \_\_\_\_\_

Title of Play: \_\_\_\_\_

Author: \_\_\_\_\_

Substitution(s) to be made: \_\_\_\_\_

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Reason(s): \_\_\_\_\_

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**Return this Form with your packet to:**

**Aara Wise  
464 Sherwood Downs Rd S  
Newark, OH 43055**

If you have any questions, please contact the OCTA Jr. Festival Chair:

Bruce Jacklin  
Phone: 740-501-8589  
Email: [brucejacklin@gmail.com](mailto:brucejacklin@gmail.com)

## OCTA Jr. Festival Excerpt Entry Checklist

✓	Items to be submitted by July 15th.	Number Needed	Received By A.A.	Received By OCTAFest Chair
	Theatre Entry Form (2 pages)	1 copy		
	Warranty Form (1 page)	1 copy		
	Written excerpt confirmation from author or royalty house	1 copy		
	Written permission to edit excerpt from author or royalty house	1 copy		
	Substitution Form (if needed)	1 copy		
	Original Copy of Script	3 copies		
	Synopsis of show no longer than 150 words	1 copy		N/A
	Original Copy of Show Program with any spelling corrections	1 copy		

**Submit all items to:**  
**Aara Wise, Administrative Assistant**  
**464 Sherwood Downs Rd S.**  
**Newark, OH 43055**

Administrative Assistant will give all information to OCTAFest Chair **prior** to the start of festival.



## SAMPLE LETTER TO REQUEST CLEARANCE

(date)

Leasing Agent Name  
Attn: Amateur Leasing Department  
Address  
City, State Zip

Dear Sir:

The (insert your theatre name) requests to perform an excerpt of (insert name of play and author) at the OCTA Jr. Festival, sponsored by the Ohio Community Theatre Association (OCTA) to be held on (insert date of Festival).

The rules of the Festival require that we do a continuous, non-edited excerpt, and that it be no longer than 40 minutes.

Please send an invoice for the appropriate royalty payment for this performance.

Thank you for your assistance in this matter.

Sincerely,

**NOTE TO THEATRES:** If you are using incidental music with your excerpt, you need to write for royalty rights for the use of the music, and this written permission needs to be submitted with your theatre entry along with your warranty form. [If you have the ASCAP license through AACT, this only covers pre-show music, and NOT incidental music during the performance.]

If you wish to edit your excerpt, you need written permission that needs to be submitted with your theatre entry form along with your warranty form.