



March 2024

Dear Regional Rep:

OCTA Fest is rapidly approaching!!!

All OCTA member theatres are invited to participate in your Regional OCTA Fest. The following is the tentative schedule of Regional OCTA Fests:

<u>DATE</u>	<u>REGION</u>	<u>LOCATION</u>
June 1	North	Fremont Community Theatre, Fremont, OH
June 8	Southeast	Rio Grande University, Rio Grande, OH
June 13-15	Southwest	Princeton High School, Cincinnati, OH
June 15	Central	Liberty Union High School, Baltimore, OH
June 21-22	Northwest	Maumee Indoor Theater, Maumee, OH
June 22	Northeast	Hudson Players, Hudson, OH
July 6	West	Amil Tellers/Lima Encore, Lima, OH
July 13	East	Coshocton Footlight Players, Coshocton, OH
July 27	OCTA Jr	Memorial Auditorium, Mount Vernon, OH

Included in this packet are the rules, entry form, and other forms to assist in preparing your region to host your local Regional OCTA Fest. Please familiarize yourself with this paperwork to avoid missed rule changes and deadlines (**see checklist) or forgotten forms. This packet includes the following:

Regional OCTAFest Checklist
 Information Sheet
 Helpful Hints
 Host Contract **
 Pre-Set Announcements Sheet
 Final Report
 OCTA Fest Rules

Excerpt Entry Checklist*
 Technical Information
Theatre Entry Form*
 Sample Letter to Request Clearance
Warranty Form*
Substitution Form*
 Regional Rep Contact list for each Region

*Excerpt Checklist, Theatre Entry, Warranty, and Substitution Forms should be returned by excerpting theaters to your Regional Representative by the deadline set. **Host Contract should have been turned in at the December Board Meeting to set up insurance coverage. If it hasn't been, please send it immediately to: Aara Wise, Administrative Assistant, 464 Sherwood Downs Rd.S., Newark, OH 43055

If you have any questions or need help anytime between now and Festival, please contact OCTA Fest Chair

Joe Barton

C: 419-360-5639

E: jbarton22@msn.com

Looking forward to seeing you at your Regional OCTA Fest!

OHIO COMMUNITY THEATRE ASSN.

OCTA To Do Checklist

✓	ACTIVITY	DEADLINE
	Attend Board Retreat and Region Rep Training	October 21-22
	Submit a Regional Report electronically to Secretary and Newsletter Editor	Prior to October Meeting
	Meet with your delegates and decide on date and location of your regional festival (preferably decided at previous festival). Pick a 2 nd date in case too many want on the same date. Plan dates for the rest of your delegate meetings. Talk about Scholarship, Spirit of Community, Hall of Fame, Set Design, Costume Design/Coordination, Website and Newsletter competitions. Explain the entry deadlines. Discuss OCTA Jr.	October/November
	Submit a Regional Report electronically to Secretary and Newsletter Editor	Prior to December Meeting
	Attend December Board Meeting on Zoom	December 2nd
	Final Deadline to submit date and location of your regional festival	December 2nd
	Tell the OCTA Fest Chair(s) who will be the contact person and/or Lead Rep. in your Region.	December 2nd
	Get a contract signed with Host Theatre/Venue for use during festival. Mail/Email a copy to the Administrative Assistant for securing Insurance. Be sure to include to exact address of the excerpt location if the mailing address if different.	December 2nd
	Submit a Regional Report electronically to Secretary and Newsletter Editor	Prior to the January Meeting
	Attend the January Board Meeting on Zoom	January 20th
	Meet with Theatre Delegates to prepare for electronic packets. Provide information about festival venue, stress the importance of "Walk the Stage", provide a copy of the theatre entry form, technical information and map if possible. Talk about Scholarship, Spirit of Community, Hall of Fame, Set Design, Costume Design/Coordination, Website and Newsletter competitions. Explain the entry deadlines. Discuss OCTA Jr.	January/February
	Submit a Regional Report electronically to Secretary and Newsletter Editor	Prior to the March Meeting
	Attend March Board Meeting on Zoom	March 16th
	Send an electronic version of your festival registration form complete with address of location to the OCTAFest Chair, Administrative Assistant and Webmaster for inclusion on the OCTA Website. Let Administrative Assistant know if you want online registration set up.	March Board Meeting
	Recruit or have host theatre arrange for stage manager, backstage help, door security, and other needed volunteers.	April
	Communicate with the OCTA Fest Chair the approximate number of theatres participating.	May 1st
	Reserve hotel rooms for 3 responders and the OCTA Fest Chair to be paid by the region.	May 17 th
	Submit a Regional Report electronically to Secretary and Newsletter Editor	Prior to the May Meeting
	Attend May Board Meeting	May 18th
	Deadline to send Regional Festival Registration Forms to the OCTA Webmaster for posting on the website.	May 18th

	Pay OCTA your Responder travel assessment of \$250.00	May 18th
	Send festival registration forms for individuals to all theatres, delegates, and previous festival participants from previous years, including deadlines.	8 – 10 weeks prior to festival
	Deadline for participating theatres to submit entry forms and scripts to Regional Reps.	4 weeks prior to festival
	Send festival information to local news media.	3 – 4 weeks prior to festival
	Send all original scripts to responders for reading. (Do not mark scripts.)	3 weeks prior to festival
	Contact responders about starting times; asking for any questions about directions, hotel, etc.	3 – 4 weeks prior to festival
	Notify Administrative Assistant of the approximate number of participants for preparation of evaluation sheets.	2 weeks prior to festival
	Prepare file of all theatres' entry, warranty, substitution forms & show program to give to the OCTA Fest Chair	1 week prior to festival
	Prepare name tags or wristbands for pre-registrations.	1 week prior to festival
	Prepare and print programs (with correct OCTA & AACT logos).	1 week prior to festival
	Have volunteers to assist with registration/patron sales/festival duties.	Festival day
	Hold a Delegate's meeting to elect Regional Reps for the following term if you have not already done this at a previous meeting.	Festival day
	After your festival make sure that the OCTA Administrative Assistant gets 6 copies of your festival program & all Festival / Responders evaluation forms.	Festival day
	Send the Final Report to OCTA Administrative Assistant following festival for required non-profit reporting to the IRS along with any W-9's.	Within 2 weeks of your festival
	Send an electronic copy of your festival program to the State Conference Chair and MMPR for the conference program.	Within 2 weeks of your festival
	Submit a Regional Report electronically to Secretary and Newsletter Editor	Prior to July Meeting
	Attend July Board meeting	July 20th
	Submit an electronic Annual Report for your Region to the Administrative Assistant – required for submission to the State of Ohio to maintain Non-Profit Status.	July 20th
	Attend OCTA Jr. festival	TBA
	Attend State Conference Annual Meeting	Saturday of Labor Day Weekend
	Attend State Conference Board Meeting	Monday of Labor Day Weekend

Updated 10/15/23

OCTAFest

Regional Host Theatre Contract

This Contract between _____ (Host Theatre or Rental Venue) and the _____
_____ Region of the Ohio Community Theatre Association (OCTA), will document all agreements
between the Host Theatre and the Region as pertaining to the regional OCTAFest to be held on _____
(date(s)), at (location address) _____

**(THERE SHALL BE NO THEATRE PRODUCTION SCHEDULED AT THIS LOCATION DURING THIS
FESTIVAL.)**

1) The Host Theatre agrees to abide by all guidelines and provide all items as documented in the OCTAFest
Technical Information Sheet. Exceptions are: _____

2) In addition, the Host Theatre will provide the following: _____

3) The Region agrees to provide the following: _____

4) The Host Theatre agrees to cover the cost of: _____

5) The Region agrees to cover the cost of: _____

6) The following income sources will be considered the property of the Region, and will be handled by the Regional Representative(s) or their designees (i.e. festival registration, sale of logo items, dinners, etc.):

7) The following income sources will be considered the property of the Host Theatre, and will be handled by representatives appointed by the theatre (i.e. meals, concessions, etc.): _____

8) Other agreements or details should be outlined here: _____

For the Host Theatre:

Name: _____

Title: _____

Date: _____

Email: _____

Phone: _____

For the Region:

Name: _____

Title: _____

Date: _____

Email: _____

Phone: _____



2024 REGIONAL OCTAFEST INFORMATION SHEET



Host Theatre: _____

Address of Host Theatre: _____

Representative(s): _____

Phone #: _____ Email: _____

Festival Date: _____ Registration Time: _____

How Many Entrants do you anticipate? _____

First Excerpt Time _____

Festival Day

Responders' meeting time: _____
(At this time the OCTAFest Chair will review guidelines, etc.)

Technical meeting time: _____

Appointed personnel:

(The names are not important at this time, only that they have been lined up.)

Please check the blank if arrangements have been made with these people.

Stage Manager _____

Door Keepers _____

All Purpose Runner(s) _____

Technical Requirements

STATE only: 16' deep by 24' wide _____

6 Lighted Areas _____

Supplied Set Furnishings _____

Any addition items supplied: _____

(ie: piano, spotlight)

Return this form by May 1, 2024 to:

Joe Barton

C: 419-360-5639

E: jbarton22@msn.com



OHIO COMMUNITY THEATRE ASSOCIATION REGIONAL ANNOUNCEMENT FORMAT

Welcome Everyone

We have a few quick announcements before we begin the day.

- Housekeeping
- Concession or refreshments
- Restroom location(s)
- Fire Exits
- Reminder that no one should enter/leave once an excerpt has started unless it is an emergency. Those making a commotion during an excerpt will be asked to leave.
- Turn off cell phones, beepers, I-pads etc. so as not to disturb those around you.
- Introduce Responders with color of Ribbon.
- Introduce OCTA Fest Chair
- Introduce Board members in attendance.
- Introduce your Host Region's Reps and Delegates
- Introduce visiting Regional Reps and Delegates in attendance.
- Remind participants how important that the evaluations are in the planning process and to help show those who provides OCTA with grant money, how we are doing.
- Become a Patron of OCTA. With the Patron Program a percentage of donations go to support the annual scholarship program.
- Introduce Conference Chair to talk about OCTA Conference.
- Remind participants that if they have not entered the Set Design, Costume Design, Newsletter, Brochure, and Website competitions that there is still time. Do you have someone in your theatre who has contributed to the advancement of theatre? Consider a nomination to the OCTA Hall of Fame.
- Get involved in helping OCTA continue to grow into the future. There are Board terms available. See any Board Member, Regional Rep or Administrative Assistant for a Nomination Packet.
- The Logo table is available to get your OCTA gear. (When available)
- If your region has other items such as 50/50, where to go for lunch so forth. Please insert any additional information here.



REGIONAL OCTAFEST FINAL REPORT - 2024

Please complete this form following your regional festival to help us plan for the future, tax reporting and possible grant submission.

Region: _____ Date(s) of Festival: _____

1. How many theatres were represented? (not just excerpts) _____

Total number of individuals attending festival _____

Total paid individuals attending _____

Total complimentary individuals attending _____

Total Board Members attending _____ Other Regional Reps _____

Others attending (corporate, government, etc.) _____

Early Bird Prices: Adult/Senior \$ _____ Number sold _____

Early Bird Prices: Student/Child \$ _____ Number sold _____

Ticket prices: Adult/Senior \$ _____ Number sold _____

Ticket prices: Student/Children \$ _____ Number sold _____

Number of Excerpts _____ Number of workshops _____

2. Who served as Responders: _____

3. How many theatres substituted in their casts? _____

4. Your Regional Invitee(s) (Theatres and Show Titles)

5. Your Alternate excerpt: (Theatre and Show Title)

6. Total Festival Income \$ _____ Total Festival Expense \$ _____

7. List Additional Comments on back:

Return this form within 2 weeks of your Festival to:

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