



March 2024

Dear Theatre Member:

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

*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!

OCTA Fest Regional Excerpt Entry Checklist

✓	Items to be submitted to Reg. Rep.	Number Needed	Received By Rep.	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		

Regional Rep will give all information to OCTAFest Chair **prior** to the start of festival.

OCTAFest Chair will give all information to Administrative Assistant at the end of the festival, except for those invited to Annual Conference.

Rules of OCTA Regional and State Festivals

Goal of Festival: To provide learning experiences in artistic, technical, and management areas through performances, adjudication, workshops, and festival participation; thereby affirming, supporting, and nurturing community theatre companies.

1. In each OCTA Region, the Regional Representatives will be responsible for seeing that an excerpt Festival is held between two (2) or more competing theatres, so an excerpt may be selected to represent that region at the State Festival. Without Board approval, no excerpt can be sent to State if no Regional Festival is held.
2. To present at the Regional 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 Regional Festival and this year's Regional 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 Regional Festival.
 - e. Each theatre shall send three (3) **published** copies of the script (no photocopies without written permission of the author or publishing house) to the Regional Rep 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 Regional, unless your excerpt is invited to the State Conference; then the scripts will be sent to the Responders for the State OCTA Fest and will be returned at that time.
 - 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 Chair before the excerpt can be performed. The same excerpt must be presented if invited to State, however changes suggested at Regional Festivals by Responders may be incorporated within the original cutting. **If a change in the Regional cast is necessary for State, a substitution form must be sent to the OCTA Fest Chair prior to the performance.**
 - 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 Regional Representative 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 Chair at least two (2) weeks prior to the festival for an exemption, by phone or email. Decision of the OCTA Fest Chair is final. Alternatively, the theatre may choose to present an excerpt for showcasing only.

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 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. In either situation, written permission must be presented to OCTA Fest 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 BOTH REGIONAL AND STATE FESTIVALS AND WILL VERIFY SAID CLEARANCE TO THE REGIONAL REPRESENTATIVE BEFORE BEING PERMITTED TO PERFORM. Regional Representatives 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 ALONG with written confirmation from the author or publishing house is the only acceptable proof of clearance. In addition, as stated in Rule #3A, if you are editing your excerpt or using music, you must also present your written permission from the author or publishing house for each area to the OCTA Fest 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, perform sound checks, 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 **for Regionals** shall be provided by the Regional Representatives (or **for State by the State Conference 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 each Festival (Regional Representatives or their **appointed** substitute at Regional Festivals; State OCTA Fest Chair at State Festival) and will be limited to the name of the play and the author, **and if the excerpt is showcasing**.

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. It is recommended that each Regional Festival comply with the restrictions used at the State level. Each excerpt receiving an invitation to perform at the State Festival should keep in mind the physical limitations of stage size and lighting (6 areas).
 10. A. Regions with two (2) to four (4) entries in their Festival will have one (1) excerpt invited to represent the Region at the State Festival. Regions with five (5) to eight (8) entries in their Festival will have two (2) excerpts invited to represent the Region at the State Festival. Regions with nine (9) to twelve (12) entries in their Festival will have three (3) excerpts invited to represent the Region at the State Festival. Regions with thirteen (13) to sixteen (16) entries will have four (4) excerpts invited to represent the Region at the State Festival. Regions with seventeen (17) or more entries in their Festival will have five (5) excerpts invited to represent the Region at the State Festival. Any theatres showcasing (i.e. not to be considered as an invitee to the State Festival) will not be included in the number of entries used to determine the number of invitees to represent the Region at the State Festival.
 - Aa. Any theatre(s) choosing to showcase at the Regional Festival must communicate this to the State OCTA Fest Chair by marking such intention on the entry form. Should an unforeseen circumstance arise, that would keep a theatre from going to State, it may change its status by notifying the State OCTA Fest Chair prior to the start of the Festival.
 - Ab. The theatre(s)/production(s) who have chosen to showcase will be announced to the Responders at their initial meeting with the OCTA Fest Chair and shall be identified in the program as a "Showcase Excerpt."
 - B. In each Region, the Responders must select one (1) alternate excerpt. Even if two (2) or more excerpts have been invited under Rule 9A, one (1) alternate must be selected. If an invited excerpt is not able to appear at the State Festival, the alternate from that region will be asked to fill the vacancy. If that alternate has already been invited, or it cannot attend the State Festival, the vacancy will then be filled by the alternate rotation cycle, as described in Rule 9Ba.
 - Ba. The OCTA Board recommends that a minimum of fourteen (14) excerpts be chosen to perform at the State Conference. If the number of theatres selected by the Responders does not equal fourteen (14) or more, then the alternates shall be invited in a rotating order to complete the recommended fourteen (14) performances. If any Region is not able to fill their invited number of excerpts, the rotation cycle will be used to fill the vacancy, as per Rule 10B.
 - C. The three (3) Responders at the Regional Festival will **select the excerpts to be invited** to perform at the State Festival.
 - D. 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.
11. 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.

12. Responders shall be thoroughly briefed concerning the Festival Rules, Responders' criteria, awards, etc., by the OCTA Fest Chair prior to the Regional and State Festivals.
13. A Director's meeting will be held preceding the Regional and State excerpts on the day of the performance. 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.
14. Any person attending or participating in any manner in the Regional or State 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.
15. Non-compliance with any rule will result in disqualification by the OCTA Fest Chair.
16. 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 that Regional or State 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 State Chair in charge of the Regional; 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 Regional or State 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 Regional or State Festival and are final.
17. 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. Disqualifications at Regional means that the excerpt cannot go on to State, but awards can be given. At State, 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 Regional or State Festival.

REGIONAL TECHNICAL INFORMATION

1. **STAGE DIMENSIONS:**

The acting area at the State Festival will measure 16' deep by 24' wide and will have a maximum height clearance of 7'6" (90 inches). If larger stage areas are available at the Regional Festivals, it is recommended that they be masked to conform to State Festival dimensions. **However, only the 16' x 24' space will be lit. Any action taking place outside that area will not be lit.** A minimum of five (5) masked entrances are needed: upstage center, upstage right, upstage left, downstage right, and downstage left.

2. **LIGHTING:**

Six (6) areas – downstage right, downstage center, downstage left, upstage right, upstage center, and upstage left – providing general wash of stage using electronic dimmers. If the host theatre has a follow spot, it may offer its use to all theatres excerpting. **One follow spot will be provided at the State Conference.** Otherwise, if a theatre wishes to use a follow spot, it must bring its own. In either case, the theatre using the follow spot must provide its own operator. The follow spot must be set up prior to the start of the session in which that theatre is performing.

The set-up of any other special lighting must take place within the normal set-up time for the excerpt, which is part of the forty (40) minute set-up and performance time period and struck within the five (5) minute strike allowance.

3. **AUDIO:**

A minimum of three (3) microphones must be provided for all theatres. The host theatre must also provide a minimum of two (2) speakers, a 4-channel sound board, and an audio playback system (including a standard RCA audio input jack) for sound effects and music. The sound system will be permanent for all theatres and cannot be moved to use onstage. If an excerpt requires special sound equipment, the performing group must provide its own.

4. **SET FURNISHINGS:**

All furniture and stage props must be furnished by the individual groups.

5. **OCTA-designated personnel will be assigned to all technical stations for all excerpts, and will strictly enforce the time limits, as per Festival Rules.**



2024 REGIONAL OCTAFEST THEATRE ENTRY FORM

This excerpt will be presented for showcasing purposes ONLY. _____

REGION: _____ DATE: _____
THEATRE NAME: _____ CITY/STATE: _____
TITLE OF PLAY: _____ PLAYWRIGHT: _____
TITLE OF MUSICAL: _____ MUSIC BY: _____
LYRICS BY: _____ BOOK BY: _____
PUBLISHING HOUSE: _____
EXCERPT DIRECTOR: _____ PHONE: _____
E-MAIL ADDRESS: _____
DELEGATE OR OTHER CONTACT: _____ PHONE: _____
E-MAIL ADDRESS: _____

Please mark if applicable and a notice will be placed in the program when marked:

This excerpt contains or uses: Adult language/situations _____ Gunfire _____ Strobe Lighting _____

EXCERPT CAST MEMBERS WHO ARE PERFORMING

<u>Character's Name</u>	<u>Actor's Name</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____

Use another page to list more actors.

Dates you performed this play: _____

Please include a copy of the program from your production of this play with this form with any spelling corrections.

EXCERPT DIRECTOR : _____

EXCERPT PRODUCER : _____

EXCERPT MUSICAL DIRECTOR : _____

EXCERPT CHOREOGRAPHER : _____

EXCERPT STAGE MANAGER: _____

COSTUMER: _____

PROPS: _____

LIGHTING DESIGNER: _____

SOUND DESIGNER: _____

SET DESIGNER: _____

MUSICIANS: _____

CREW MEMBERS: _____

For the 2024 Regional Festivals, 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 E-MAIL: _____

If you have any questions, please contact:

Joe Barton
C: 419-360-5639
E: jbarton22@msn.com

Return this entry form to your Regional Representative by the regional deadline as determined by your Reps.

Three Copies of your script (Originals, Please – No Photocopies) must accompany this form.

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 Regional OCTA Fest, sponsored by the Ohio Community Theatre Association (OCTA) to be held on (insert date of Regional 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. If our theatre is chosen to perform at the State OCTA Fest in September, we will arrange to pay an additional royalty.

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.

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, _____ 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 _____ Regional OCTA Fest, scheduled at _____,

on the _____ (day) of _____ (month), 20____.

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

_____, as part of the OCTA 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)

Phone #: _____

Phone #: _____

Email: _____

Email: _____



2024 REGIONAL OCTAFEST SUBSTITUTION FORM

Region: _____ Festival Date: _____

Director or Designee: _____

Theatre Name: _____

OCTA Delegate: _____

Title of Play: _____

Author: _____

Substitution(s) to be made: _____

Reason(s): _____

Return this Form to Your Regional Representative.

If you have any questions, please contact:

Joe Barton

C: 419-360-5639

E: jbarton22@msn.com

AACT Entry Opportunity

Excerpts invited to the 2024 OCTA State Conference have an opportunity to enter for an invitation to the Region 3 AACTFest. AACTFest starts with competitions at the state level, continues to the multi-state regional level, and concludes with the national festival. On even years OCTA uses the Conference as the state qualifying round for the American Association of Community Theatre's (AACT) festival cycle. AACT allows 2 shows to move from state (OCTA) to Region 3 if there are 4 or more shows entered at the state festival.

We will start this festival path with the Ohio State AACTFest as part of the OCTA State Conference, on August 30-September 2, 2024, in Newark, OH. All state invitees will have **the option** of participating in the competition by filling out the required online AACT paperwork by the August 1st deadline, then simply performing their excerpts, as they did at their local OCTA Fests. Two excerpts chosen to represent Ohio (from those opting to compete) will advance to the Region 3 AACTFest, to be held March 20-23, 2025, in Owosso, Michigan. The AACT National Festival will be in Des Moines, Iowa, on June 22-29, 2025.

Additional information can be found on the AACT website – www.aact.org – under the “Events & Education” and “AACTFest” tabs; then click on “AACTFest 2025.” One of the best sources there is the Festival Handbook, which explains almost everything you need to know about the full process. **However, it should be known that the rules and guidelines for competing at the State Conference are the same OCTA Fest rules used at the local OCTA Fest.** Time limits will remain 40 minutes for set-up and performance, plus 5 minutes for strike. If chosen to continue to the Region 3 Festival, then AACTFest rules will be used. Your theatre does **NOT** have to be an AACT member to compete at State, but if not, you will need to pay a festival fee. If chosen to go on to Region 3, you **MUST** become a member of AACT. [The state festival fee will be applied to this membership.] There will be a national representative at the State Conference to help explain the process for those advancing on to regional.

Should your theatre be chosen to accept this option, you will need to complete the forms included in the Invitee packet and return them to the designated representative.

Best wishes to all those participating in this year's OCTA State Conference. I hope you will give strong consideration to entering the Ohio State AACTFest competition as well.

Joe Barton, OCTAFest Chair, jbarton22@msn.com Ph: 419-360-5639

CENTRAL REGION

Jill Henwood
C: 740-503-1365
E: jillhenwood@gmail.com

Thom Ogilvie – Lead Rep
C: 740-407-6157
E: pianoman1104@juno.com

EAST REGION

Machelle Miller
C: 330-243-5393
E: machelle.miller@gmail.com

Nathan Mayse
C: 740-502-0080
E: nathan.mayse@staff.nctschools.org

Christy Rahrig – Lead Rep
C: 419-819-8171
E: carahrig@gmail.com

NORTH REGION

Millie Butts
C: 419-635-6067
E: millieb1963@aol.com

Donna Jean Evans
C: 419-271-5606
E: donnajeanevans@roadrunner.com

Deb Wentz – Lead Rep
C: 216-906-1998
E: debwentz19@gmail.com

NORTHEAST REGION

Sue Cohen
C: 330-348-1907
E: theaternut922@yahoo.com

LeAnn Covey
C: 330-472-8548
E: leanncovey@yahoo.com

Theresa Benyo-Marzullo
C: 330-285-2021
E: aeronauticsnut@yahoo.com

NORTHWEST REGION

Evan Copeland
C: 812-653-9998
E: evan.j.copeland@gmail.com

Liz Latta – Lead Rep
C: 419-806-6091
E: eslatta@yahoo.com

Andy Roberts
C: 419-250-6379
E: asroberts2003@gmail.com

Corbin Wyland
C: 419-290-7532
E: wyland.corbin@gmail.com

SOUTHEAST REGION

Mack McHale
E: wtfmov@gamil.com

SOUTHWEST REGION

Kevin Noll – Lead Rep.
H: 513-829-3112
C: 513-805-3910
E: knoll826@gmail.com

John Masterson
H: 513-787-1516
E: disead05@yahoo.com

Linda Roll
PH: 513-575-9351
E: llroll69@hotmail.com

Mary Stone
C: 201-965-2466
E: maryinnyc@yahoo.com

WEST REGION

Michelle Peterson
C: 614-425-9411
E: mcpeterson8992@hotmail.com

Diane Strohm
C: 937-361-0416
E: dianestrohm@icloud.com

Do you know someone who embodies the Spirit of Community Theater? Why not nominate them for the Spirit of Community Theatre Award in your region? Deadline to enter is May 1st.

Or someone who has had longevity with your theater is eligible to be nominated to the OCTA Hall of Fame. Deadline to enter is July 1st.

Don't forget to enter one or more of the Tech competitions. Deadline to have items turned in is July 20th.

- Newsletter competition
- Set Design & Prop competition
- Costume Design or Costume Coordination competition

Entry forms can be found on the OCTA Website under Festivals & Forms.