



March 2023

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 3	Central	Kenyon College., Kenyon, OH
June 10	Southeast	TBD – Marietta, OH
June 11	East	TBD
June 15-17	Southwest	Parrish Aud., Miami Univ. 1601 University Blvd., Hamilton, OH
June 24	Northwest	Owens Community College – Rossford, OH
July 9	West	Troy Civic Theatre – Troy, OH
July 29	OCTA Jr	Knox Memorial – Mount Vernon, OH
TBD	North	TBD
TBD	Northeast	TBD

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!



OHIO COMMUNITY THEATRE ASSN.

OCTA To Do Checklist

✓	ACTIVITY	DEADLINE
	Attend Board Retreat and Region Rep Training	October 23
	Submit a Regional Report electronically to Secretary (Niccole Amersdorfer) 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.	October/November
	Submit a Regional Report electronically to Secretary (Niccole Amersdorfer) and Newsletter Editor	Prior to December Meeting
	Attend December Board Meeting on Zoom	December 3rd
	Final Deadline to submit date and location of your regional festival	December 3rd
	Tell the OCTA Fest Chair(s) who will be the contact person and/or Lead Rep. in your Region.	December 3rd
	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 is different.	December 3rd
	Submit a Regional Report electronically to Secretary (Niccole Amersdorfer) and Newsletter Editor	Prior to the January Meeting
	Attend the January Board Meeting on Zoom	January 21st
	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 (Niccole Amersdorfer) and Newsletter Editor	Prior to the March Meeting
	Attend March Board Meeting on Zoom	March 18th
	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.	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 20 th
	Submit a Regional Report electronically to Secretary (Niccole Amersdorfer) and Newsletter Editor	Prior to the May Meeting
	Attend May Board Meeting	May 20th
	Deadline to send Regional Festival Registration Forms to the OCTA Webmaster for posting on the website.	May 20th

	Pay OCTA your Responder travel assessment of \$250.00	May 20th
	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 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.	Within 2 weeks of your festival
	Send an electronic copy of your festival program to the State Conference Chair for the program.	Within 2 weeks of your festival
	Submit a Regional Report electronically to Secretary (Niccole Amersdorfer) and Newsletter Editor	Prior to July Meeting
	Attend July Board meeting	July 15th
	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 15th
	Attend OCTA Jr. festival	August 5th
	Attend State Conference Annual Meeting	Saturday of Labor Day Weekend
	Attend State Conference Board Meeting	Monday of Labor Day Weekend

Updated 10/17/22



OCTAFest

Regional Host Theatre Contract

This Contract between _____ (Host Theatre) 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: _____



2023 REGIONAL OCTAFEST INFORMATION SHEET

Region: _____ 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, 2022 to:

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



HELPFUL HINTS FOR PLANNING YOUR REGIONAL OCTAFEST

1. Work closely with your OCTAfest chairperson(s). Please communicate with them regarding housing facilities and furnish them directions and maps to Festival site. Make sure they are notified of titles of excerpts to be presented and send copies of the excerpt scripts to all three Responders.
2. Have a private place for the responders to meet with the OCTAfest Chairperson both before and after the excerpt presentations.
3. Allow sufficient time between excerpts for the responders to complete oral critiques.
4. Name tags are helpful - especially for responders and other official personnel. Colored ribbons for Responders will be provided by State OCTA.
5. OCTA will supply each of your responders with a stipend. It will be presented by the OCTA Administrative Assistant upon completion of all Responder critique forms and authorization forms from the OCTAfest Chairperson.
6. OCTA will furnish award certificates - you should have a space available with electric that the laptop and printer can be set up for the Administrative Assistant to type the awards.
7. OCTA will furnish a Responder evaluations and Festival evaluations. Each region is responsible for letting the Administrative Assistant know a general number of copies to make one (1) week prior to your festival. The Administrative Assistant will collect evaluations and tabulate them for the board meeting.
8. Plan to introduce visiting representatives from OCTA and allow sufficient time for them to make a few announcements. You will be provided a list of must mention items.
9. Have a private room available for each excerpt cast to have at least 15 minutes of "Green Room" time prior to their performance. Also make sure the next cast to perform has priority in the dressing rooms. This is a nerve-wracking time and as much privacy as possible should be allowed. The finished cast should wait to change and remove make-up until the yet-to-perform cast is finished.
10. Remember:
 - No one is permitted to enter or leave the auditorium during an excerpt.
 - No pets allowed except those performing or service animals.
 - No photographic equipment or recording devices.
 - No smoking in the auditorium.**You must collect 3 scripts from each participating theatre for the responders.**
11. Have a Festival program which includes Theatre Name, Title of Play, Author, Royalty Company, Director, a list of the cast/crew and the synopsis of the play and any other noted item on the entry form (i.e. gunfire, adult language, etc).
12. Responders should be provided with programs (It is not necessary to delete the theatre name).
13. **REMEMBER** - all OCTAfest programs **must include the OCTA, AACT and OAC logo!!!**



HELPFUL HINTS FOR PLANNING YOUR REGIONAL OCTAFEST

14. **REMEMBER** - Everyone must register!!!
15. All participating theatres are responsible for obtaining clearance for their excerpt at both Regional and State Festivals. The warranty form is the only form of proof acceptable unless the excerpt has been edited and/or incidental music is used, then permission must be secured for editing and/or incidental music from the publisher in writing. The Regional Representative must present all warranty forms and any special written approval for editing and/or incidental music to the OCTAfest Chairperson prior to an excerpt's performance.
16. **Immediately following the regional OCTAfest, provide the Administrative Assistant or OCTAfest Chair with the entry forms of the theatre(s) invited to State Conference, 3 scripts from invited entries, 6 copies of the Regional Festival Program and a copy of the final report form (this can be mailed or emailed if necessary).**

An OCTAfest Chairperson is assigned to each Regional Festival and will be present to brief the judges on guidelines and judging criteria before the excerpts and to assist them in compiling the results afterwards.

The OCTAfest Chairperson will present all awards. The OCTAfest Chairperson will assist you in any other way possible.

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

OCTAfest Chair

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.

Updated: 1/2022



REGIONAL OCTAFEST FINAL REPORT - 2023

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