

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 1<sup>st</sup>.

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 1<sup>st</sup>.

Don't forget to enter one or more of the Tech competitions. Deadline to have items turned in is July 17<sup>th</sup>.

- Website competition
- Newsletter competition
- Set Design competition
- Costume Design or Costume Coordination competition

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

## 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.

Regional Reps

CENTRAL REGION

Sue Rapier  
C: 614-595-0556  
E: sue.rapier@gmail.com

Donnie Lockwood  
C: 614-560-6601  
E: delockwood11671@live.com

EAST REGION

Machelle Miller  
421 E. 14<sup>th</sup> St.  
Dover, OH 44622  
C: 330-243-5393  
E: machelle.miller@gmail.com

Christy Rahrig  
847 Homewood Ave.  
Zanesville, OH 43701  
C: 419-819-8171  
E: carahrig@gmail.com

NORTH REGION

Jason Chandler  
1975 Shupp Rd.  
Bucyrus, OH 44820  
C: 419-617-6881  
E: jasonchandler640@hotmail.com

Donna Jean Evans  
8209 E Main Rd  
Berlin Heights, OH 44814  
C: 419-271-5606  
E: donnajeanevans@roadrunner.com

Deb Wentz  
3950 W 157<sup>th</sup>  
Cleveland, OH 44111  
C: 216-906-1998  
H: 216-860-0883  
E: deborahwentz@att.net

NORTHEAST REGION

Andrea Anderson – Lead Rep.  
2120 Timber Way Dr.  
Cortland, OH 44410  
C: 330-284-2467  
E: andreajanderson@me.com

Rhonda Gallagher  
104 E. Liberty St.  
Girard, OH 44420  
C: 330-284-2468  
E: Rhondaihs@aol.com

Nicole Paumier  
3718 Edgehill Cir. NW  
Canton, OH 44709  
C: 330-265-9113  
E: maddierae1@hotmail.com

Michelle Taylor  
7747 Cambridge St. NW  
Massillon, OH 44646  
C: 614-302-2022  
E: mmtaylor917@yahoo.com

NORTHWEST REGION

Jeffrey Albright  
3739 N. Beverly Hills Dr.  
Toledo, OH 43614  
C: 419-205-0409  
E: jeffreyalbright07@gmail.com

Inge Klopping  
916 Clark St.  
Bowling Green, OH 43402  
C: 419-345-8671  
E: ikloppi@bgsu.edu

Brittany Kupresanin  
1279 Applegate St.  
Waterville, OH 43566  
C: 419-376-6358  
E: bseigne@gmail.com

Rebecca Schmidt  
14838 Stonehaven Dr.  
Perrysburg, OH 43551  
C: 419-787-6355  
E: rebeccanicoleschmidt@gmail.com

SOUTHEAST REGION

Frances Gibser – Lead Rep.  
33459 Warner Rd.  
Rutland, OH 45775  
C: 740-352-6382  
E: fgibser@yahoo.com

Billie Harmon  
1600 Core Rd.  
Parkersburg, WV 26104  
C: 304-482-8560  
E: billie.k.harmon@outlook.com

Janis Carnahan  
45991 St. Rt. 124  
Racine, OH 45771  
C: 740-416-4224  
E: carnahan@ohio.edu

SOUTHWEST REGION

Kevin Noll – Lead Rep.  
5633 Lake Manor Dr.  
Fairfield, OH 45014  
H: 513-829-3112  
C: 513-805-3910  
E: knoll826@gmail.com

John Masterson  
410 Crescent Ct.  
Lebanon, OH 45036  
H: 513-787-1516  
E: disead05@yahoo.com

Amy Sullivan  
5515 Madison Rd. #7A  
Cincinnati, OH 45227  
C: 513-808-8346  
E: amysem14@gmail.com

WEST REGION

Niccole Amersdorfer  
1620 Broadway  
Piqua, OH 45356  
C: 614-354-1151  
E: nsamersdorfer@gmail.com

Christi Thomas  
439 Apollo St.  
Sidney, OH 45365-1515  
C: 937-726-0755  
E: clthomas@woh.rr.com

Administrative Assistant

Aara Wise  
464 Sherwood Downs Rd. S  
Newark, OH 43055  
C: 740-403-8969  
E: octa1953@gmail.com

# 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.**



## OHIO COMMUNITY THEATRE ASSOCIATION REGIONAL ANNOUNCEMENTS

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. Patrons who give \$25 or more receive preferred seating at conference. There will be some additional Patron incentives at Conference involving preferred banquet seating. Three percent of the total amount of Patron monies collected each year help to fund the OCTA Patron Scholarship.
- 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: 10/2020



March 2021

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 5	Central	TBA
June 12	Southeast	Blakeslee Center – Middleport, OH
June 13	North	Bucyrus Little Theatre 130 Songer Ave., Bucyrus, OH
TBA	East	TBA
June 19	Northeast	Barlow Center – Hudson, OH
June 19 - 20	Northwest	Owens Community College 30335 Oregon Rd., Perrysburg, OH
June 24-26	Southwest	Parrish Aud., Miami Univ. 1601 University Blvd., Hamilton, OH
July 10	West	The Historic Sidney Theatre 120B W. Poplar St., Sidney, 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 Co-Chairs

Dawna Kornick  
C: 330-592-2420  
E: drkornick@att.net

Robert Weidle  
C: 513-405-1882  
E: robtweidle@gmail.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 at Cherry Valley Hotel	October 17
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	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 <sup>nd</sup> 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 (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to December Meeting
	Attend December Board Meeting at St. Patrick's Episcopal Church	December 5th
	Final Deadline to submit date and location of your regional festival	December 5th
	Tell the OCTA Fest Chair(s) who will be the contact person and/or Lead Rep. in your Region.	December 5th
	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 5th
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to the January Meeting
	Attend the January Board Meeting at St. Patrick's Episcopal Church	January 16th
	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 (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to the March Meeting
	Attend March Board Meeting at Conference site - Holiday Inn Eastgate	March 21st
	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 <sup>th</sup>
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to the May Meeting
	Attend May Board Meeting at St. Patrick Episcopal Church	May 15th
	Deadline to send Regional Festival Registration Forms to the OCTA Webmaster for posting on the website.	May 15th

	Pay OCTA your Responder travel assessment of \$250.00	May 15th
	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
	<b>Deadline</b> 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.)	<b>3 weeks prior to festival</b>
	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 & OAC 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 <b>Final Report</b> to OCTA Administrative Assistant following festival for required non-profit reporting to the IRS.	<b>Within 2 weeks of your festival</b>
	Send an electronic copy of your festival program to the State Conference Chair for the program.	<b>Within 2 weeks of your festival</b>
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to July Meeting
	Attend July Board meeting at St. Patrick's Episcopal Church	July 17th
	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 17th
	Attend OCTA Jr. festival	August 7th
	Attend State Conference Annual Meeting	Labor Day Weekend

Updated 10/11/20





# OHIO COMMUNITY THEATRE ASSN.

## OCTA To Do Checklist

✓	ACTIVITY	DEADLINE
	Attend Board Retreat and Region Rep Training at Cherry Valley Hotel	October 17
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	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 <sup>nd</sup> 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 (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to December Meeting
	Attend December Board Meeting at St. Patrick's Episcopal Church	December 5th
	Final Deadline to submit date and location of your regional festival	December 5th
	Tell the OCTA Fest Chair(s) who will be the contact person and/or Lead Rep. in your Region.	December 5th
	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 5th
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to the January Meeting
	Attend the January Board Meeting at St. Patrick's Episcopal Church	January 16th
	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 (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to the March Meeting
	Attend March Board Meeting at Conference site - Holiday Inn Eastgate	March 21st
	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 <sup>th</sup>
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to the May Meeting
	Attend May Board Meeting at St. Patrick Episcopal Church	May 15th
	Deadline to send Regional Festival Registration Forms to the OCTA Webmaster for posting on the website.	May 15th

	Pay OCTA your Responder travel assessment of \$250.00	May 15th
	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
	<b>Deadline</b> 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.)	<b>3 weeks prior to festival</b>
	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 & OAC 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 <b>Final Report</b> to OCTA Administrative Assistant following festival for required non-profit reporting to the IRS.	<b>Within 2 weeks of your festival</b>
	Send an electronic copy of your festival program to the State Conference Chair for the program.	<b>Within 2 weeks of your festival</b>
	Submit a Regional Report electronically to Secretary (Susan Barzda) and Newsletter Editor (Christi Thomas)	Prior to July Meeting
	Attend July Board meeting at St. Patrick's Episcopal Church	July 17th
	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 17th
	Attend OCTA Jr. festival	August 7th
	Attend State Conference Annual Meeting	Labor Day Weekend

Updated 10/11/20



## **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 Chairs**

Dawna Kornick/Robert Weidle, OCTAFest Chairs

C: 330.592.2420 / 513.405.1882

E: [drkornick@att.net](mailto:drkornick@att.net) / [robtweidle@gmail.com](mailto:robtweidle@gmail.com)



# 2021 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, 2021 to:

Dawna Kornick/Robert Weidle, OCTAFest Chairs  
C: 330.592.2420 / 513.405.1882  
E: [drkornick@att.net](mailto:drkornick@att.net) / [robtweidle@gmail.com](mailto:robtweidle@gmail.com)



## REGIONAL OCTAFEST FINAL REPORT - 2021

Please complete this form following your regional festival to help us plan for the future as well as comply with the Ohio Arts Council Ohio Cultural Data Project.

Region: \_\_\_\_\_ Date(s) of Festival: \_\_\_\_\_

1. How many minorities attended: Asians \_\_\_\_\_ African/American \_\_\_\_\_

Appalachian \_\_\_\_\_ Latino/Hispanics \_\_\_\_\_ Native American \_\_\_\_\_ Seniors over 62 \_\_\_\_\_

2. 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 \_\_\_\_\_

3. Who served as Responders: \_\_\_\_\_

\_\_\_\_\_

4. How many theatres substituted in their casts? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

7. Total Festival Income \$ \_\_\_\_\_ Total Festival Expense \$ \_\_\_\_\_

8. 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

## 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 in 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. ~~Removed for 2021 only~~
  - c. ~~Removed for 2021 only~~
  - 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 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, beginning with Northwest Region, Southeast Region, Southwest Region, West Region, Central Region, and Northeast Region, to complete the recommended fourteen (14) performances. If any Region is not

able to fill their invited number of excerpts, this 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.

## 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.



## 2021 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:

Dawna Kornick/Robert Weidle, OCTAFest Chairs

C: 330.592.2420 / 513.405.1882

E: [drkornick@att.net](mailto:drkornick@att.net) / [robtweidle@gmail.com](mailto:robtweidle@gmail.com)



# 2021 REGIONAL OCTAFEST THEATRE ENTRY FORM

This excerpt will be presented for showcasing purpose 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: \_\_\_\_\_

EXCERPT DIRECTOR'S ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OTHER CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

OTHER CONTACT ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

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. \_\_\_\_\_

10. \_\_\_\_\_

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 2021 Regional Festivals, a brief synopsis of the total show for the program is required. This synopsis shall be no longer that 150 words.**

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

PHONE: \_\_\_\_\_

OCTA DELEGATE ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

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

If you have any questions, please contact:

Dawna Kornick/Robert Weidle, OCTAFest Chairs

C: 330.592.2420 / 513.405.1882

E: [drkornick@att.net](mailto:drkornick@att.net) / [robtweidle@gmail.com](mailto:robtweidle@gmail.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.***

# 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

\_\_\_\_\_ 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: \_\_\_\_\_