



March 2015

Dear OCTA Member Theatre:

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 6-7	Northwest	Montpelier School, Montpelier, OH
June 13	Southeast	Footlight Players, Coshocton, OH
June 14	Central	Bucyrus Little Theatre, Bucyrus, OH
June 20	Northeast	Trumbull New Theatre, Niles, OH
June 25-27	Southwest	Parrish Aud., Miami Univ., Hamilton, OH
July 12	West	Beavercreek Community Theatre, Beavercreek, OH

Included in this packet are the rules, entry form, and other forms to assist in preparing your theatre for entering your local Regional OCTA Fest. Please familiarize yourself with this paperwork so as to avoid missed rule changes or forgotten entry forms. You will be receiving more detailed information regarding the schedule of activities for your particular OCTA Fest at your “Walk-the-Stage meeting” or from your Regional Rep. This packet includes the following:

- |                              |   |
|------------------------------|---|
| Excerpt Entry Checklist      | OCTA Fest Rules*                          |
| Technical Information        | Sample Letter to Request Clearance        |
| <b>Theatre Entry Form***</b> | <b>Warranty Form***</b>                   |
| <b>Substitution Form***</b>  | Regional Rep Contact list for each Region |

\*\*\***Two (2) copies** of the Theatre Entry, Warranty, and Substitution Forms for your excerpt should be returned to your **Regional Representative** (see enclosed list for your regional person) **by the deadline(s) they set.** [One copy for Chair’s book; one for the program editor.]

If you have any questions or need help anytime between now and Festival, please contact your Regional Representative or the OCTA Fest Chairs:

Joe Barton		Amy Waldfogle
3432 Goddard Rd.		6122 Glade Ave.
Toledo, OH 43606	OR	Cincinnati, OH 45230
C: 419-360-5639		C: 513-505-6166
E: octafestchair@gmail.com		E: octafestchair@gmail.com

Looking forward to seeing you at your Regional OCTA Fest!

Sincerely,  
Amy Waldfogle & Joe Barton, OCTA Fest Co-Chairs

## OCTA Fest Regional Excerpt Entry Checklist

✓	Items to be submitted to Reg. Rep.	Number Needed	Received By Rep.
	Theatre Entry Form (2 pages)	2 copies	
	Warranty Form (1 page)	2 copies	
	Substitution Form (if needed)	2 copies	
	Original Copy of Script	3	
	Original Copy of Show Program	1	

# REGIONAL TECHNICAL INFORMATION

1. **STAGE DIMENSIONS:**

This year 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 with 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.**



# 2015 REGIONAL OCTAFEST THEATRE ENTRY FORM

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\_\_\_\_

This excerpt will be presented for showcasing purposes ONLY. \_\_\_\_\_

### EXCERPT CAST MEMBERS WHO ARE PERFORMING

Character's Name

Actor's Name

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.

*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.*

EXCERPT DIRECTOR : \_\_\_\_\_  
EXCERPT PRODUCER : \_\_\_\_\_  
EXCERPT MUSICAL DIRECTOR : \_\_\_\_\_  
EXCERPT CHOREOGRAPHER : \_\_\_\_\_  
EXCERPT STAGE MANAGER: \_\_\_\_\_  
COSTUMER: \_\_\_\_\_  
LIGHTING DESIGNER: \_\_\_\_\_  
SOUND DESIGNER: \_\_\_\_\_  
SET DESIGNER: \_\_\_\_\_  
MUSICIANS: \_\_\_\_\_  
\_\_\_\_\_  
CREW MEMBERS: \_\_\_\_\_  
\_\_\_\_\_

For the 2015 Regional Festivals, a synopsis of your show must be written for the program. Use no less than a 10-point font. The synopsis must fit a 2 x 4 space (see below)

OCTA DELEGATE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
OCTA DELEGATE ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
OCTA DELEGATE E-MAIL: \_\_\_\_\_

If you have any questions, please contact:

<b>Amy Waldfogle</b>	<b>or</b>	<b>Joe Barton</b>
<b>6122 Glade Ave.</b>		<b>3432 Goddard Rd</b>
<b>Cincinnati, OH 45230</b>		<b>Toledo, OH 43606</b>
<b>C: 513-505-6166</b>		<b>C: 419-360-5639</b>
<b>E: octafestchair@gmail.com</b>		<b>E: octafestchair@gmail.com</b>

*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.*



# 2015 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 one of the OCTA Fest Co-Chairs:

Joe Barton

3432 Goddard Rd.

Toledo, OH 43606

C: 419-360-5639

E: octafestchair@gmail.com

OR

Amy Waldfogle

6122 Glade Ave.

Cincinnati, OH 45230

C: 513-505-6166

E: octafestchair@gmail.com

# Rules of OCTA Regional and State Festivals

## Items in red indicated newest rule changes

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.
  - 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) copies of the script (originals – no photocopies) to the Regional Rep Chair. 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 use no less than a 10-point font, and must fit in a 2-inch by 4-inch space. (see entry form)
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. If incidental music is used, then written permission must be secured and presented to the OCTA Fest Chair before the excerpt can be performed. The same excerpt **and cast** must be presented if invited to State, however changes suggested at Regional Festivals by Responders may be incorporated within the original cutting.  
  
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 15A & 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 within two (2) weeks of the Festival must be approved by the OCTA Fest Chair, by phone or email.
4. 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 is the only form that will be accepted as proof of clearance. In addition, as stated in Rule #3A, if you are editing, or using incidental music, you must also present your written permission for each area to the OCTA Fest Chair.

5. Excerpts are limited to a maximum of forty-five (45) minutes, not including official introduction. **Upon receiving the instruction to begin, each theatre will have forty (40) minutes to set their stage and perform. At the end of forty (40) minutes or the end of the excerpt, whichever comes first, there will be a brief blackout. This will be followed by lights-up for strike, which must be completed in a maximum of five (5) minutes.** There is no minimum time. Responders will not comment on anything after the black-out. The official timer shall be provided by the Regional Representative or State Conference Chair.

Following the five (5) minute 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.

6. Introduction of all excerpts will be made in a uniform manner by one person at each Festival (Regional Representatives or their appointment substitute at Regional Festivals; State OCTA Fest Chair at State Festival), and will be limited to the name of the play and the author.
7. 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.**
8. 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). Each excerpt will be allowed five (5) minute strike.
9. 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 invites 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 in the same manner. 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 **Southeast Region, Southwest Region, West Region, Central Region, Northeast Region, and Northwest 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 9B.**

C. The three (3) Responders at the Regional Festival will extend the invitation(s) to the excerpt(s) 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.

10. 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.
11. 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.
12. 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.**
13. 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.**
14. Non-compliance with any rule will result in disqualification by the OCTA Fest Chair.

#### 15. EDITING

- A. Excerpts must be performed as written unless permission is received – see Rule #3A. The time period and gender of characters may not be altered without the express written permission of the author or publishing house. Written permission must be presented to OCTA Fest 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.

## 16. Disqualification/Protest/Appeals

- A. Protest: Anyone wanting to report a possible rules violation must do so in writing within 30 minutes following the completion of the excerpt in question to the OCTA Fest Chair in charge of that Regional.
- 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 State 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.
- 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 State OCTA Fest Chair in charge of the Regional and are final.
- H. These rules and disqualification processes apply to State as well as Regionals.

## 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 30 – 35 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 / \_\_\_\_\_ 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)

## **Contact information for your Regional Reps**

### **CENTRAL**

Kate Charlesworth-Miller  
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### **NORTHEAST**

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### **NORTHWEST**

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### **SOUTHEAST**

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### **SOUTHWEST**

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Robert Weidle  
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**WEST**

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**OCTAFest Co-Chairs**

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