

ACT-CO FESTIVAL

BOARD RESPONSIBILITIES



	<u>CATEGORY LIAISON</u>	<u>GROUP LIAISON</u>
THROUGHOUT THE FESTIVAL	<ul style="list-style-type: none"> Serve as point of contact between ACT-CO and the adjudicator 	<ul style="list-style-type: none"> Serve as point of contact between ACT-CO and the group
WEEKLY DURING FESTIVAL	<ul style="list-style-type: none"> Contact the adjudicator, review the adjudications that week, let him know if you will not be in attendance and who will be there on behalf of the Board 	<ul style="list-style-type: none"> Contact the group, remind them of requirements for adjudication night and need for award eligibility form
ADJUDICATION NIGHT	<p>IF YOU ARE IN ATTENDANCE AT THE ADJUDICATION</p> <ul style="list-style-type: none"> Arrive 45-60 minutes before curtain (as practicable) Collect award eligibility form Collect two copies of the show program For musicals (and other productions, if specified), ensure scripts are returned by adjudicator to group Gives introduction to audience before public adjudication (if there is one) 	<p>IF YOU ARE IN ATTENDANCE AT THE ADJUDICATION</p> <ul style="list-style-type: none"> Arrive 45-60 minutes before curtain (as practicable) Gives introduction to group before private adjudication Take award eligibility form to the adjudication and bring the completed form back to the subsequent ACT-CO Board Meeting.
AFTER ADJUDICATION NIGHT	<ul style="list-style-type: none"> Submit mileage claim if round-trip is greater than 50km 	<ul style="list-style-type: none"> Follow-up with the group to collect feedback form Submit mileage claim if round-trip is greater than 50km