2025 ACT/OCTAFest Reference Guide (3 pages)

Welcome to the 2025 OCTAFest Regional Convention. This checklist should serve as guidelines for submitting all your necessary information. Questions: Amanda Emmons Shumate, 1st VP, convention@actcincinnati.org.

Item	Deadline	Directions
Mailing Lists	**March 14**	**Deadline Past** Arny Stoller will compile mailing lists for this year's mailings. 1.) Email your lists directly to Arnie at ARNY@covap.com. 2.) In the subject line, please type "ACT MAILING LIST" 3.) In the body of the email, please include your name and the group you are submitting for. 4.) All mailing lists will be kept confidential. 5.) Excel format with separate columns for: Name, Street Address, City, State, Zip 6.) This list should include MEMBERS, not patrons. Please contact Arny with any questions. 513-659-0995
Jobs	**N/A**	Each ACT member theater should register for their 2025 JOBS -CLICK HERE. We ask that only Presidents or ACT Reps signup for their respective groups. **CONFIRMED JOBS FOR 2025**
Awards	**May 1***	**Deadline Past** Nominations to Amy Waldfogle by May 1st - use links below. Questions, please email awards@actcincinnati.org. 1) Annual Awards Links All OCTA Forms Can be found at OCTA's website 1.) Spirit of Community Theatre (OCTA) - May 1st 2.) OCTA Hall of Fame Submissions - July 1st*
OCTA Excerpts	**May 19 Pick Meeting 7:00pm** ****EXCERPT ENTRY FORM DUE AT 12:00PM**** **Matthews Auditorium Princeton**	**Deadline Past** If your group is excerpting they must have a representative attend the Pick Meeting on **Monday, May 19th at 7:00pm**. This is held at Princeton's Matthews Auditorium. STEP 1: **Complete and Submit** the online THEATRE ENTRY FORM no **later than Monday, May 19 at 12:00pm ET**. This online form replaces all the printed hard copies you were required to bring in the past. **PLEASE NOTE:** The online theatre entry form **cannot be submitted until all required fields have been completed.**. We recommend reviewing the form to understand what you need to gather,

	High School	collecting your information, and then submitting once you've got everything in hand. STEP 2: **Bring** with you 3 Original Copies of the Script (will be returned to you) to the May 19th Pick Meeting. Technical information about Princeton HS can be found **HERE** OCTAFEST RULES and SAMPLE LETTER TO REQUEST RIGHTS CAN BE ACCESSED **HERE** Questions? Mary Stone, maryinnyc@yahoo.com
In Memoriam Video	**May 31**	**Deadline Past** This video honors members of the community theater family who passed away since our 2024 Regional OCTAFest. 1.) In Memoriam Submission Link 2.) The form will ask you for the following information: a.) Full Name with the correct spelling b.) Any Group Affiliations c.) All positions held by this individual d.) And to submit four (4) photos. It is recommended to be one (1) headshot and three (3) *action* photos. Be sure they are high resolution and clear.
Group Program Ad	**May 31**	**Deadline Past** Each group is able to include an ad for your upcoming season in our program. Please keep in mind that ads are black and white when printed. Jennifer Day will be handling our program for us this year. 1.) Ads should be submitted in JPEG or PDF formats in a high resolution. 2.) Dimensions are 5.5" wide by 4.5" tall. 3.) Ad Submission Link
Hotel Reservations Rate: $144.99 + Taxes	**May 21**	A block of rooms has been held at Holiday Inn Express located at 6755 Fairfield Business Drive, Fairfield, OH 45014. After May 21, 2025, the code may not be honored. Book using either method below. Use the booking code: **ACT** 1.) Direct Link to Hotel Reservations Page 2.) Phone: 513-860-2900
Banquet Information	**N/A**	**Deadline Past** In celebration of our 70th Anniversary, our banquet will be held at Receptions Fairfield 5975 Boymel Dr, Fairfield, OH 45014. Learn more at RECEPTIONS. An official event save-the-date will be mailed

		to all member group mailing lists and information can be found at https://www.actcincinnati.org/registration. **CLICK HERE TO USE OUR FREE ONLINE REGISTRATION PORTAL**
Registration	**May 27 Early Bird** **June 6 Registration Deadline for Food Activities** **June 13 Excerpts, Award/Party**	**Our online platform is free - but you MUST CHANGE THE DONATION AMOUNT TO ZEFFY $0 to have no fees. It will automatically put in a percentage. Check carefully to avoid unwanted fees. You can still make a donation to ACT. If received by June 6th it will be included in our program.** **We are encouraging all registrants to use this service. Mail-in forms are available on our website if needed. They must be postmarked by the deadline.** **CLICK HERE TO USE OUR FREE ONLINE REGISTRATION PORTAL** Excerpts will be held at Princeton High School 100 Viking Wy, Cincinnati, OH 45246. 1) Early bird registration provides you with a discounted price. Early bird deadline is May 27, 2025 at 11:59 PM. 1.) Registration deadline (June 6th - 11:59 PM) is the last day to purchase a ticket with a guarantee to sit with your group and order a meal. 2.) ANY REGISTRANTS AFTER JUNE 6TH WILL NOT BE ABLE TO PARTAKE IN EXCERPT LUNCH, BANQUET DINNER, or ASSIGNED SEATING. They will only be allowed to register for excerpts and the awards portion of the evening until June 13th. Entrance may also be purchased at the door for Excerpts and Awards/Party only if needed. 3.) Please encourage your members to register early. 4.) For any registration questions, please contact Linda Roll at llroll69@hotmail.com. Please note, you are able to download, print and mail your registration form but they must be received by the deadline. MAIL IN REGISTRATION FORM
Convention Slideshow	**May 31**	**Deadline Past** During the convention, we will play a slideshow of photos from our member groups. While we prefer to showcase photos from this season, we understand that may not be possible and encourage you to submit any photos you wish to highlight for your group. We have set up a file for each group to submit their photos. Please upload your photos to your group's folder. I will choose 15 to be used in this year's slideshow. UPLOAD YOUR PHOTOS
50/50 Raffle	**June 13th (online)**	Raffle tickets may be purchased using our online registration portal located on HERE until June 13th. They may be purchased in-person

		during the convention through Betsy Obermeyer- cash only. Winner will be drawn during the awards program. Winner does NOT need to be present to collect their raffle winnings.