

2026 ACT/OCTAFest Reference Guide (3 pages)

Welcome to the 2026 ACT/OCTAFest Regional Convention. This checklist should serve as guidelines for submitting all your necessary information. Questions: reach out to Mary Stone, 1st VP, at convention@actcincinnati.org or 201-965-2466.

Item	Deadline	Directions
Member Mailing Lists	March 13 PAST DUE	<p>Arny Stoller will compile mailing lists for this year's mailings.</p> <ol style="list-style-type: none"> 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. <p>Please contact Arny with any questions. 513-659-0995</p>
Jobs	Open March 25- April 30 PAST DUE	<p>Each ACT member theater should register and sign up for their 2026 JOBS HERE. We ask that only Presidents or ACT Reps sign up for their respective groups.</p> <p>CONFIRMED JOB LIST FOR 2026</p>
Awards	May 1	<p>Nominations to Kat Falk by May 1 - use links below. PAST DUE Questions, please email awards@actcincinnati.org.</p> <ol style="list-style-type: none"> 1.) Annual Awards Links <p>All OCTA award forms can be found on OCTA's website</p> <ol style="list-style-type: none"> 1.) OCTA Spirit of Community Theatre submissions due May 1 PAST DUE 2.) OCTA Hall of Fame Submissions due July 1
OCTA Excerpts	May 18 Pick Meeting 7:00pm **EXCERPT ENTRY FORM DUE AT 12:00PM** Matthews Auditorium Princeton High School	<p>If your group is excerpting they must have a representative attend the Pick Meeting on Monday, May 18 at 7:00pm. This is held at Princeton's Matthews Auditorium.</p> <p>STEP 1: Complete and Submit the online THEATRE ENTRY FORM no later than Monday, May 18 at 12:00pm ET. This online form replaces all the printed hard copies you were required to bring in the past.</p> <p>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, collecting your information, and then submitting once you've got everything in hand.</p> <p>STEP 2: Bring with you 3 Original Copies of the Script (will be</p>

		<p>returned to you), and 1 hard copy of your show program to the May 18 Pick Meeting.</p> <p>Technical information about Princeton HS can be found HERE OCTAFEST RULES and SAMPLE LETTER TO REQUEST RIGHTS CAN BE ACCESSED HERE</p> <p>Questions? Contact Linda Roll at llroll69@hotmail.com.</p>
In Memoriam Video	May 22	<p>This video honors members of the community theater family who passed away since our June 2025 SW regional OCTAFest.</p> <ol style="list-style-type: none"> 1.) In Memoriam Submission Link 2.) The form will ask you for the following information: <ol style="list-style-type: none"> 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) <i>candid/action</i> photos. Be sure they are high resolution and clear.
Group Program Ad	May 22	<p>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. Erica Beimesche will be handling our program for us this year.</p> <ol style="list-style-type: none"> 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
Convention Slideshow	May 22	<p>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.</p> <p>UPLOAD YOUR PHOTOS</p>
Hotel Reservations Rate: \$149	May 22	<p>A block of rooms has been held at Towne Place Suites by Marriott located at 6705 Fairfield Business Center Drive, Fairfield, OH 45014. After May 22, 2026, the code may not be honored. Book using either method below. Use the booking code: ACT</p> <ol style="list-style-type: none"> 1.) Direct Link to Hotel Reservations Page 2.) Phone: 513-860-1300
Banquet Information	N/A	<p>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.</p>

		<p>CLICK HERE TO USE OUR FREE ONLINE REGISTRATION PORTAL</p>
<p>Registration</p>	<p>May 22 Early Bird</p> <p>May 29 Registration Deadline for Food Activities</p> <p>June 5 Excerpts, Award/Party</p>	<p>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 May 29 it will be included in our program.</p> <p>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.</p> <p>CLICK HERE TO USE OUR FREE ONLINE REGISTRATION PORTAL</p> <p>Excerpts will be held at Princeton High School 100 Viking Wy, Cincinnati, OH 45246.</p> <ol style="list-style-type: none"> 1) Early bird registration provides you with a discounted price. Early bird deadline is May 22 at 11:59pm. 2) Registration deadline is May 29 at 11:59pm and it's the last day to purchase a ticket with a guarantee to sit with your group and order a meal. 3) ANY REGISTRANTS AFTER MAY 29 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 5. Entrance may also be purchased at the door for Excerpts and Awards/Party only if needed. 4) Please encourage your members to register early. 5) For any registration questions, please contact Linda Roll at lroll69@hotmail.com. <p>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</p>
<p>50/50 Raffle</p>	<p>June 5 (online)</p>	<p>Raffle tickets may be purchased using our online registration portal located on HERE until June 5. They may be purchased in-person during the excerpts and banquet through Mary Stone- cash only.</p> <p>Winner will be drawn during the banquet. Winner does NOT need to be present to collect their raffle winnings.</p>