

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: BOARD MEMBER PARTICIPATION
IN OCTA EVENT

DIVISION: Programming

POLICY: An OCTA Board member who is involved in a competing excerpt at a Regional Festival or State Conference may not be in charge of contacting the Responder(s) for that event.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

March 1993
November 2009
September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: CONFERENCE CHAIR

DIVISION: Programming

POLICY: The Chair for the Annual OCTA Conference shall be an elected member of the Board of Directors.

The appointment of the Conference Chair will be made by the President with input and selection information from the Executive Committee. If the person is not an elected member of the board, they may be appointed to the position pending election. In the event that a candidate for Conference Chair is an Executive Committee Member, they must excuse themselves from that discussion and decision. The Conference Chair shall keep the 1st Vice President Programming Chair updated on all plans for the conference.

PROCEDURES: Plans for the Annual OCTA Conference are handled through the Programming Division and the Chairperson of the event will report to the 1st Vice-President, Programming Chair.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

October 1993
July 2004
November 2009
July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: **GUIDE / RESPONDENT / SPEAKERS
BUREAU PROGRAM**

DIVISION: **Programming**

POLICY: OCTA will provide Guides, Respondents and Speakers for use by member theatres.

PROCEDURES: Theatres will send requests to the Guide / Respondent Chair for either a Guide or Respondent for their production and will include directions to their theatre.

Theatres are entitled to use the Program two times free each year. Thereafter the cost shall be determined by the OCTA Fee Schedule.

Theatres will receive a Confirmation Letter and Evaluation form, from the Guide / Respondent Chair.

The Guide / Respondent will sign a Program Completion postcard and return it to the Administrative Assistant after each session.

If a Guide / Respondent is not contacted by the Guide/Respondent Chair, they will not be reimbursed by OCTA.

FEE: Guide, Responder, or Speaker will be paid according to the OCTA Fee Schedule for each event.

POLICY ADOPTION DATE:

March 1998

REVIEW/REVISION DATES:

October 2000

October 2004

November 2009

July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: REGIONAL OCTAFESTS

DIVISION: Programming

POLICY: All Regions must hold their annual Regional Festivals by or before the second weekend in July of each year.

Regions hosting seven (7) or fewer theatres for their Regional Festival must hold a one day event. Regions hosting eight (8) or more theatres for their Regional Festival may hold either a one day or two day event, according to their needs.

The dates for Regional Festivals shall be as follows:
(Dates are based on the weekend that contains the first Saturday in June date.)

- 1st Weekend in June – Central Region
- 2nd Weekend in June – Northwest Region
- 3rd Weekend in June – Northeast Region
- 4th Weekend in June – Southwest Region
- 2nd Weekend in July – West/Southeast Regions (TBA)

No changes may be made to this schedule without board approval.

POLICY ADOPTION DATE:	October 1998
REVIEW/REVISION DATES:	November 2009
	October 2010
	December 2010
	September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: RESPONDERS

DIVISION: Programming

POLICY: Responders who arrive late to a Regional Festival or State Conference will be replaced, and only mileage to the event will be paid. The expectation is that the Responder will arrive 30 minutes prior to the start of their contracted event.

If a Responder has not arrived 30 minutes prior to the start of the contracted event, the OCTAFest Chair or other designated person will try to locate an OCTA trained and/or accepted Responder on site who will be asked to serve as the Responder. If there are no OCTA trained and/or accepted Responders readily available, the OCTAFest Chair or designated person, if qualified will act as a Responder.

If there are no OCTA trained and/or accepted Responders available, the event will proceed with two Responders. The OCTAFest Chair or designated person will serve as tie-breaker during the deciding of awards

PROCEDURES: The replacement Responder will receive the payment as specified in the Contract with the original Responder.

POLICY ADOPTION DATE:
REVIEW/REVISION DATES:

October 2000
January 2005
November 2009
September 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: **SCRIPT LIBRARY**

DIVISION: **Programming**

POLICY: The Ohio Community Theatre Association will maintain a script library to provide easy access of scripts to OCTA member theatres.

PROCEDURES: Member theatres requesting script(s) will understand that script(s) are for reading only.

Request form must be signed by the person requesting the scripts and the theatre President or Treasurer.

An address including street, house number or apartment number must be used. A post office box number will not be accepted.

A limit of fifteen (15) scripts may be ordered at one time. Scripts will be on loan for two (2) months.

A refundable check as determined by the OCTA Fee Schedule must accompany the script request. The check will be refunded if the scripts are returned by the due date posted on the follow-up letter. Overdue scripts will receive a past due reminder followed by an invoice. The replacement amount charged per script will be determined by the OCTA Fee Schedule. The deposit is forfeited once scripts are overdue.

The borrowing theater is responsible for the return postage.

Any theater with overdue scripts or outstanding bills will be denied use of the library.

POLICY ADOPTION DATE:	September 1997
REVIEW/REVISION DATES:	March 2002
	October 2004
	November 2009
	July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY NAME: **WORKSHOP LEADERS**

DIVISION: **Programming**

POLICY: All Workshop Leaders for State or Regional festivals will be paid according to the OCTA Fee Schedule

POLICY ADOPTION DATE: October 2000
REVIEW/REVISION DATES: October 2004
 November 2009
 July 2017