

KCACTF REGION VIII CIRCUIT COORDINATOR RESPONSIBILITIES

1. Your responsibility is to send only **one respondent per entry**. However, you may send two respondents to a show, as long as they can carpool and avoid incurring further expense. Or you may need to send an experienced respondent with a less experienced partner from the Respondent Mentoring List. Please review “Respondent Guidelines,” as there is new information that you should know.
2. When you receive entries, there are two possible ways to schedule respondents:
 - Using your Circuit Respondent Resource List, send out a group e-mail, which includes the play titles, performance dates, and school. Then when recipients respond about the shows they can cover, match a respondent to each show.
 - Approach a particular respondent who lives or works in the area of the response, or who has expertise in responding to a particular play.
3. After identifying the respondent, please enter the respondent’s name and e-mail address to the assigned play on Quickbase **and** send the respondent a copy of the entry form so that s/he will have necessary information about the entry.
4. E-mail the directors/contact person of the entered plays with the respondents’ contact information.
5. E-mail the assigned respondent the director’s name and e-mail address, and an electronic copy of “**General Respondent Guidelines**” and “**Student Opportunities at Festival.**” Encourage respondents to leave a copy of “Student Opportunities at Festival” after the response. Remind the respondent to contact the director to:
 - arrange for a response date as soon as possible—many shows sell out
 - get travel directions and parking instructions
 - arrange for an extra ticket if needed
 - request that a program marked with the eligible student actors (6 hours for undergraduates and 3 hours for graduates per semester) and the director’s choice for Irene Ryan nomination be available at the box office upon arrival.
 - arrange for a company contact sheet, including names and e-mail addresses, available at the box office upon arrival.The shared cell phone information between respondent and director is also helpful if there is some last minute problem on either end.
6. Check on Quickbase to determine whether the respondent has entered a response report within 3-4 days following the response. You may need to remind respondents. Schools become very upset if they do not receive Irene Ryan nomination because a report was not completed. There should be **no missing reports**.