PLAYWRIGHT’S INFORMATION FORM
COVER SHEET FOR SCRIPTS ENTERED IN THE KCACTF XXXV PLAYWRITING AWARDS PROGRAM

REGION SCHOOL OR UNIVERSITY (PRODUCING INSTITUTION)

TITLE OF PLAY

PLAYWRIGHT’S NAME

PLAYWRIGHT’S ADDRESS: STREET

PLAYWRIGHT’S ADDRESS: CITY, STATE, ZIP

PHONE(S) EMAIL

Please enter a check next to the award categories for which you wish your play to be considered. Please note that specific awards have specific criteria for subject matter, length, and playwright student eligibility.

☐ Anchorage Press Plays Theatre for Youth Award
☐ The Paula Vogel Playwriting Award
☐ Jean Kennedy Smith Playwriting Award
☐ John Cauble Short Plays Awards Program (Participating Productions Only)
☐ KCACTF Musical Theater Award
☐ KCACTF Lorraine Hansberry Playwriting Award
☐ Mark Twain Comedy Playwriting Award
☐ National Student Playwriting Award (Participating Productions Only)

Entries in the Ten-Minute Play Festival and David Mark Cohen Playwriting Award should be directed to your regional playwriting chair.

Please include a synopsis of 150 words or less on a sheet of paper and include a copy of this form. Include three copies of the script for each award category entered.

MAIL TO: KCACTF, Playwriting Awards, PO BOX 10808, Arlington, VA 22210.
REGISTRATION FORM

CHARGE IT! □ VISA □ MASTERCARD □ AMERICAN EXPRESS

NAME ON CARD: ____________________________

ACCOUNT/CARD NUMBER _______________ EXPIRATION DATE _______________

SIGNATURE ____________________________

REGION: _______ PAYMENT ENCLOSED: _______

NAME OF COLLEGE OF UNIVERSITY

ADDRESS

CITY __________________ STATE ______ ZIP ______

HEAD OF THEATER DEPARTMENT __________________ PRESIDENT/PROVOST OF COLLEGE OF UNIVERSITY

ENTRY IS A[N] □ PARTICIPATING ENTRY ($250) □ ASSOCIATE ENTRY ($200)

TITLE OF PLAY

NEW PLAY? □ YES □ NO STUDENT-WRITTEN? □ YES □ NO

AUTHOR[S]

DIRECTOR __________________ DIRECTOR’S PHONE (OFFICE) (HOME)

DIRECTOR’S EMAIL __________________ DIRECTOR’S FAX

CONTACT PERSON (IN ADDITION TO DIRECTOR) __________________ PHONE __________________

CONTACT PERSON EMAIL __________________ OTHER PHONE/HOME OR CELL __________________

FOR PARTICIPATING PRODUCTION, PLEASE LIST TECHNICAL DIRECTOR (PHONE) (EMAIL)

IS PRODUCTION STUDENT-DIRECTED? □ YES □ NO

COMPANY SIZE: _______ PRODUCTION LOCATION: __________________________________

PERFORMANCE DATES: __________, 200__

CURTAIN TIMES: __________________________________

This production has design elements by students that should be considered for the Barbizon Awards for Theatrical Design Excellence (Students Only):

□ Costume- name of student design nominee __________________________ email __________________

□ Scenic- name of student design nominee __________________________ email __________________

□ Lighting- name of student design nominee __________________________ email __________________

□ Make-up- name of student design nominee __________________________ email __________________

KC Federal ID 53-0245017

Registration fee for each Participating production is $250. Registration fee for each Associate production is $200. Make checks payable to Kennedy Center American College Theater Festival XXXV or KCACTF XXXV. Complete both sides of this form and mail with check, approval letter and certificate of insurance to: Co-Manager, Administration, KCACTF, PO Box 10808, Arlington, VA 22210. Complete both sides of this form and mail with check and certificate of insurance to above address. Photo copy the completed form and mail a copy to your KCACTF Regional Chair (addresses on pages 16-19). If the entry is a new play and/or is to be considered for any of the KCACTF Michael Kanin Playwriting Awards, mail a copy of the completed registration form to your playwriting awards chair (in addition to the copy sent to your regional chair).

During the week in which each region holds its regional festival, there will be no on-site response in that region.

NOTE: IF ENTERING MORE THAN ONE PLAY, PLEASE COPY THIS FORM AS NEEDED.
REGISTRATION FORM

We will have entries in the following:

☐ Irene Ryan Acting Scholarships
☐ O’Neill Critics Institute Fellowships (student)
☐ The Ten Minute Play Festival Program

We are entering the following categories in the Michael Kanin Playwriting Awards Program (see specific criteria for these awards on the KCACTF Website):

☐ National Student Playwriting Award (Participating Productions Only)
☐ John Cauble Short Play Awards Program (Participating Productions Only)
☐ Paula Vogel Award in Playwriting (new!)
☐ KCACTF Ten Minute Play Festival
☐ Anchorage Press Plays Award for Theatre for Youth
☐ David Mark Cohen Playwriting Award
☐ Jean Kennedy Smith Playwriting Award
☐ KCACTF Musical Theatre Award
☐ Lorraine Hansberry Playwriting Award
☐ Mark Twain Comedy Playwriting Award

Please be sure to include the playwriting awards cover sheet (see page 10/15) when sending your scripts to the KCACTF National Office and your regional playwriting chair.

As the appropriate responsible officer, I hereby certify that the playwright of the above submitted entries in the Michael Kanin Playwriting Awards Program is a bona fide student as defined in the KCACTF website.

Name ____________________________________Title ______________________Date ______________________

PLEASE BE SURE TO INCLUDE IN YOUR PROGRAM THE CAMERA-READY SPONSORSHIP BILLING THAT APPEARS ON PAGE 21. FAILURE TO INCLUDE THIS INFORMATION IN YOUR PROGRAM AT ALL LEVELS OF PARTICIPATION MAY RESULT IN THE ENTRY BEING DISQUALIFIED.

LIABILITY

DIRECTOR: PLEASE DIRECT THE LIABILITY PORTION OF THIS REGISTRATION TO YOUR COLLEGE OR UNIVERSITY RISK MANAGEMENT OFFICER.

The producing institution shall secure a comprehensive general liability policy with a combined single limit of $1 million for bodily injury and property damage and $1,000,000 for personal injury arising out of or in connection with the Kennedy Center American College Theater Festival (the “Festival”). Such policy shall name the Festival, The KCACTF National Committee, ACTF Management, the sponsoring organizations, the United States, the Kennedy Center, and their respective Trustees, officers, employees, and agents as additional insureds. Such policy shall be primary and noncontributory, and secured from an insurer subject to the approval of the Kennedy Center and shall provide for thirty days’ prior written notice of cancellation or material change to the Kennedy Center. The producing institution shall provide a certificate of insurance evidencing such coverage at the time of registration and a true copy of the actual policy upon request of the Kennedy Center. In the event that the producing institution cannot secure such policy, the producing institution may elect to purchase coverage under the Kennedy Center’s Outside Performers Liability Policy, it being understood that such coverage applies only for liability incurred during performances at the Kennedy Center and does not provide coverage for the participating performers but only provides coverage with respect to liability to third parties.