

New England Drama Council
Operating Procedures
State Representative - Festival Liaison Duties

Adopted Oct. 4, 2008

- Immediately after the NEDC fall meeting, provide schools participating in your state festival with technical information about the NEDF host site including size of stage and any dimensions that might have an effect on the size of set pieces.
- If your state is providing a workshop, provide the NEDF host with information including title of workshop; a brief description; and name(s) and contact information for leader(s).
- As soon as the information is available, send program (perhaps electronically) from your state festival to the NEDF host. Please note that having the entire program, will allow the NEDF host to quickly access information about continuing shows when they are known.
- Receive 3 festival packets from NEDF Host. 1 for each of the two continuing schools plus 1 for the alternate.
- Prepare a letter with your contact information and insert into the packets.
- Deliver Festival packets to the state festival for presentation to the schools chosen to attend the NEDF.
 - Congratulate directors of chosen shows at the conclusion of the festival.
 - Discuss the need to get registration to the NEDF host in a timely fashion.
 - Information may be updated later.
 - Explain any NEDF host site issues that may be of concern to this production.
- Call and E-mail the NEDF host the morning after your state festival and provide:
 - Names of schools, shows and directors attending NEDF from your state.
 - Director contact information and, if a student director, the contact information for the adult advisor/producer.
 - Basic description of the shows (including running time, genre, etc.) and their technical needs (large/small set).
 - Estimated number of attendees.
- Call and E-mail directors of your 2 shows the afternoon after your state festival.
 - Offer to answer questions.
 - Remind them that the content and running time for each show should remain the same for the NEDF as they were at the state festival and that cast changes should only be made in the case of emergencies.
 - Check that they have contacted the NEDF Host.
 - Offer to help as needed.
- Attend the technical rehearsal of each show from your state.
 - Explain to the director that you are there to resolve any issues that may arise with the host facility, staff or NEDC Consultant.
 - Introduce yourself to the host Stage Manager and/or Technical Director.
 - Sit quietly in an easy to find location in the house.
- In the year that your state hosts the Festival:
 - Send packets of information to all Council Life Members
 - Send information about complementary tickets to the Festival to all Life Members
 - Send information packets to the second vice president for the following year so they can attend with their students.