



COMMUNITY THEATRE FESTIVAL

SETC 68th Annual Convention ♦ Lexington, KY ♦ March 1-5, 2017

NOW!

1. Email Claire Wisniewski (claire@setc.org) the following information:
 - Press release information and show photos that SETC may use for publicity purposes
 - Festival Registration Form & Troup Info Spreadsheet:
<http://www.setc.org/community-festival-winners-manual>
2. Begin fundraising! We know there are additional costs incurred in order to attend the Convention. Additional fundraising tips are included in your Winners Manual.
3. **Hotel registration** options are available here: <http://www.setc.org/convention/hotel-info>

Early December

1. If your troupe would like to participate in the Convention, take advantage of Early-Bird Registration. **The early-bird deadline is December 16.** Registration forms must be received by Dec. 16 to secure the early-bird prices.
2. Complete the Community Theatre Festival Registration Form and spreadsheet for your company.
3. Plan to attend the semi-formal Saturday Night Gala and Awards Banquet at 8 pm. All theatres will be recognized for their participation in the Festival. Awards will be given out during this event. Individual Gala tickets are \$30.00 per person. Tables will be assigned for you group to ensure you can all sit together.

Early January

1. Finalize all your participants. If your group will require chaperone's at Convention, please contact Claire Wisniewski in the SETC Central Office.
2. Individual registration and payment may be made online. If your theatre is collecting and sending one payment, **Payment is due January 27th.** Please do not send incomplete forms or partial payment. Refund deadline is January 27: <http://www.setc.org/refund-policy>.

Questions?

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