

## Quick Checklist for KCACTF Respondents

### Prior to leaving for response

- 1. Do you have the cell number of the faculty member meeting you?
- 2. Have arrangements been made for hotel accommodations if needed?
- 3. Do you have paper and pen?
- 4. Have you read through the pointers on the web page?

### At dinner or prior to the performance

- 1. Ask if there is anything that you should be aware of in the performance. This includes asking if there is a consistent note the director would like you to reinforce.
- 2. Ask about the design team and what students are eligible for nominations.
- 3. If it is a participating show, ask if they will be able to travel the show if selected. Don't let this discourage you from recommending or highly recommending the show, but it is good to know up front. Your recommendation could help them find the financial means to travel the show.

### During the performance

- 1. Take notes on the performance, design elements, even the audience.

### After the performance

- 1. Sort through your notes
- 2. Give an introduction that includes information about KCACTF and who you are. Review the Pointers on the web page to prep for this.
- 3. As you give your response be sure to include discussion of production elements.
- 4. Ask questions.
- 5. Confirm Ryan and other nominations with the director and their eligibility.

### Within 72 hours

- 1. Enter response in system and fill out mileage information if you would like that to be covered.