

**KEY INFORMATION FOR
2022 MARYLAND ONE-ACT PLAY FESTIVAL
JANUARY 15-16, 2022**

LOCATION	Potomac Playmakers 17303 W Washington St, Hagerstown, MD 21740
COVID-19 POLICIES	<p>All cast, crew, and audience members must present documentation of COVID-19 vaccination in order to attend or participate in the Festival. Photo or electronic documentation is acceptable.</p> <p>Masks are also required except when onstage (i.e., while performing).</p> <p>If you'd like, you can email your proof of vaccination to David Gross at grossdj.144@gmail.com. Otherwise, please bring your proof of vaccination to the Festival. If you believe that you have a religious or medical exemption from taking the vaccine, please reach out to David Gross. Your information will be kept private.</p>
PROGRAM INSERTS	<p>Each company is asked to provide an *adequate number of copies of program inserts for their production. This insert should be a folded 8.5" by 11" sheet, allowing four pages of information that include the name of the play, the author, the cast and crew, and any other information the group wishes to provide. It is essential that the adjudicators have accurate information on cast and crew, so names of company members must be spelled as that person wishes it to be recorded.</p> <p>*We suspect that 50 copies should be enough for this year's festival.</p>
LOAD-IN/TECH-IN	<p>Load in will begin at 8am on Saturday, January 15. Each company will have one hour for load-in and tech-in. Assignments will be made by December 4.</p> <p><i>Note—Potomac Playmakers' space consists of a theater on the main floor and a workspace/green room in the basement. Larger set pieces and props will need to be kept in the basement, brought up for your production, and brought back downstairs afterwards. There is a set of stairs backstage.</i></p>
PERFORMANCES	<p>There will be two sessions:</p> <ul style="list-style-type: none"> • Session 1: 3pm-5pm • Session 2: 8pm-10pm <p>Session 2 will include a non-adjudicated "showcase" production from our hosts, Potomac Playmakers.</p>

LOAD OUT/ AWARDS CEREMONY	<p>Load out be from 9am-11am on Sunday, January 16.</p> <p>The award ceremony will begin at 11am. We should be done by 12 noon.</p>
TICKETS/ FESTIVAL PASSES	<p>Festival participant passes are available through the MCTFA.org website and are \$16 per session, or \$32 for the day. Tickets are also available at the door and will be \$20 per session.</p>
MEALS	<p>Meals will be on your own</p>
HOTELS & RESTAURANTS	<p>The Festival hotel is the Country Inn and Suites by Radisson 17612 Valley Mall Road Hagerstown, MD 21740 301-582-5003 https://www.radissonhotelsamericas.com/en-us/hotels/country-inn-hagerstown-md?cid=a:se+b:gmb+c:amer+i:local+e:cis+d:us+h:MDHAGERS</p> <p>\$94 per room for one King or two Queen beds Rates are good for January 14 and 15 Call the hotel and ask for the Maryland Community Theater Festival Association group rate. Our contact is Ashley</p> <p>(Note - hotel provides free breakfast, wifi, parking, coffee, tea, and cookies in the lobby, and a fitness center.)</p> <p>There are several fast food restaurants all around the Mall area, a map, with a list of better local restaurants will be available at the theatre.</p>
KEY MCTFA CONTACTS	<p>David Gross grossdj.144@gmail.com (301) 758-2956</p> <p>Scott Bloom scott@srbnet.com (571) 271-7426 Text me in an emergency.</p> <p>Veronica Reardon veronica.reardon@me.com</p> <p>Rick Thompson thompsonr@md.net</p>
MCTFA website	<p>www.mctfa.org</p>