



## **POLICIES AND PROCEDURES**

Any special accommodations needed to ensure an individual troupe member's full participation in the festival must be requested in writing by October 1st. Notify the Executive Director or Registrar at the address listed below.

Florida Theatre Conference  
200 NE 1<sup>st</sup> Street, Suite 117  
Gainesville, FL 32601

The Florida Theatre Conference strives to make each Festival a rewarding, educational, and artistic experience for all who attend. In order to ensure a quality experience for each individual, group, organization, and guest the Board of Directors has adopted the policies listed below.

All groups, organizations, individuals, and guests:

- only one production per school/organization can be entered
- all monies paid to the Festival are non-refundable
- must check in at the registration desk before participating in Festival events.
- must observe the rules and regulations of Santa Fe College, *including but not limited to a zero-tolerance policy regarding smoking, drugs, or alcohol used in any building or common area.* Activities deemed unacceptable by Santa Fe



College or the FTC Board will result in disqualification of all Festival events and forfeiture of all monies paid to the conference.

- must observe the laws of the host city, Gainesville, and the state of Florida
- must observe the Festival hotel/motel regulations
- that fail to observe the policies stated above will be disqualified from all Festival events and forfeit all monies paid to the conference. Under certain circumstances, as determined by the Board of Directors – groups, organizations, individuals, and guests may be disqualified from future Festivals.
- If a youth's school or organization is attending/participating in the annual Florida Theatre Conference Festival, then all youth from that organization must be registered by and under the direct supervision of that school/organization Sponsor.

The Board of Directors of the Florida Theatre Conference has enacted these policies to help ensure that the Festival continues to provide you and your organization a quality theatre experience.

Questions may be directed to any member of the Board of Directors directly on our contact page.