



**Hong Kong School Drama Festival 2018/19**  
**Tentative Schedule of Actions for Participating Schools**

Date		Event	Action by School
Oct	5	Deadline of Application	Submit application form
	15	Computer Ballot of Participation	
Nov	2		Return "Confirmation of Participation" and reply slip of Pre-Performance Briefing
	14	School Briefing Sessions	
Dec	7	Release "Confirmation on Performing Time and Information" to schools	
Jan	Late		Return synopsis, production team list & cast list
		Release subsidy to schools for School Performance Phase by EDB	
Feb	18 Feb – 8 Mar	School Performance Phase - Adjudicators will visit the schools according to the date & time specified in the finalized timetable	Arrange audience for the play
Mar	13-15	Schools will be notified via telephone if their schools are recommended to enter Public Performance Phase	Confirm their participation in the Public Performance
	15	Invitation letter with documentation to schools entering Public Performance Phase: Invite schools to Technical Workshop and perform in Public Performance Phase	Return reply slip to HKAS by 26 March 2019 Return revised electronic synopsis, production team list & cast list (if any) and 2 photos to EDB by 26 March 2019
	22	Invitation letter to prize presentation ceremony with complimentary tickets reply slip	Return reply slip by 8 April 2019
	22	Reserve complimentary ticket of Public Performance Phase	Return complimentary ticket reply slip by 8 April 2019
April	1	Technical Workshop at Yuen Long Theatre	Arrange the Backstage Team of the school to attend the workshop with teacher i/c
	3	Technical Workshop at Tsuen Wan Town Hall	
	4	Technical Workshop at Sai Wan Ho Civic Centre	
	6,7	Technical meeting with Backstage Team	Arrange time to meet the Stage Manager
	8		Return complimentary ticket reply slip / Return Prize Presentation Ceremony Invitation Reply Slip
	9	Result Announcement of School Performance Phase Evaluation Form of School Performance Phase to schools	Return amendments/ lists of cooperation/ stage effect awards (if any) to EDB
	18		Return amendments/ lists of cooperation/ stage effect awards (if any) to EDB by 18 April 2019
Late		Complimentary tickets distribution	
May	6 – 11	Technical Rehearsal and Public Performance at Tsuen Wan Town Hall	Complimentary tickets might be available for participating schools.
	10		Return Evaluation Form of School Performance Phase
	11	Prize Presentation Ceremony at Tsuen Wan Town Hall	
	13-18	Technical Rehearsal and Public Performance at Yuen Long Theatre	Complimentary tickets will be available for participating schools
	20-25	Technical Rehearsal & Public Performance at Sai Wan Ho Civic Centre	
	Mid-Late	Letter to schools on Nomination for Drama Course for Outstanding students (Primary students / Secondary students)	Return nomination reply slip
	Late	Release subsidy to schools for Public Performance Phase by EDB	
	Late	Evaluation Form of Public Performance Phase to schools	
June	Early		Collect School Awards and/or Comment Sheet of the School Performance Phase
	Late		Return Evaluation Form of Public Performance Phase

**EDB reserves the right to adjust the schedule if necessary.**