



Annex II

Hong Kong School Drama Festival 2019/20
Tentative Schedule of Actions for Participating Schools

Date		Event	Action by School
Oct	4	Deadline of Application	Submit application form
	14	Computer Ballot of Participation	
	31		Return "Confirmation of Participation" and reply slip of Pre-Performance Briefing
Nov	6	School Briefing Sessions	
	28	Release "Confirmation on Performing Time and Information" to schools	
Dec	Late	Release subsidy to schools for School Performance Phase by EDB	
Jan	17		Return synopsis, production team list & cast list
Feb	12 Feb – 3 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	Schools will be notified via telephone if their schools are recommended to enter Public Performance Phase	Confirm their participation in the Public Performance
	13	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 18 March 2020 Return revised electronic synopsis, production team list & cast list (if any) and 2 photos to EDB by 18 March 2020
	18	Invitation letter to prize presentation ceremony with complimentary tickets reply slip	Return reply slip by 1 April 2020
	19	Reserve complimentary ticket of Public Performance Phase	Return complimentary ticket reply slip by 2 April 2020
	* 27	Technical Workshop at Sai Wan Ho Civic Centre	
April	* 1	Technical Workshop at Tsuen Wan Town Hall	* Arrange the Backstage Team of the school to attend the workshop with teacher i/c
	* 3	Technical Workshop at Yuen Long Theatre	
	1		Return Prize Presentation Ceremony Invitation Reply Slip
	2		Return complimentary ticket reply slip
	13, 14	Technical meeting with Backstage Team	Arrange time to meet the Stage Manager
	15	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 HKAS
	Mid	Complimentary tickets distribution (on request)	
	29		Return amendments/ lists of cooperation/ stage effect awards (if any) to HKAS by 29 April 2020
May	8		Return Evaluation Form of School Performance Phase
	11-16	Technical Rehearsal and Public Performance at Sai Wan Ho Civic Centre	Complimentary tickets will be available for participating schools
	18-23	Technical Rehearsal and Public Performance at Tsuen Wan Town Hall	
	23	Prize Presentation Ceremony at Tsuen Wan Town Hall	
	25-30	Technical Rehearsal and Public Performance at Tsuen Wan Town Hall	Complimentary tickets will be available for participating schools
	Early / Mid	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
	5		Return Evaluation Form of Public Performance Phase

EDB reserves the right to adjust the schedule if necessary.