



**Hong Kong School Drama Festival 2022/23  
Tentative Schedule of Actions for Participating Schools**

Date	Event	Action by School	
Nov.	1	Deadline of Application	Submit application form
	10	Release "Acceptance of Application" to schools by post	
	21		Return "Confirmation of Participation" reply slip
Dec.	9	Online School Briefing Sessions	
	20	Release "School Performance Phase Arrangements" letters to schools by post	
	Late	Release subsidy to schools for School Performance Phase by the Education Bureau	
Jan.	16		Return synopsis, production team list, cast list & Script.
Feb.	1-28	School Performance Phase - Adjudicators will watch the real-time school performance via online platform on arranged slot	Ensure network stability
Mar.	6-8	Schools will be notified via telephone if their schools are recommended to enter Public Performance Phase	Confirm their participation in the Public Performance
	10	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 17/3/2023 Return revised electronic synopsis, production team list & cast list (if any) and 2 photos to EDB by 17/3/2023
	20	Reserve complimentary ticket of Public Performance Phase	Return complimentary ticket reply slip by 4/4/2023
	28	Result Announcement of School Performance Phase by post Evaluation Form of School Performance Phase to schools	Return amendments/ lists of cooperation/ stage effect awards (if any) to HKAS by 14/4/2023
	28	Invitation letter to all participating school teams by post: Prize presentation ceremony with complimentary tickets	Return complimentary tickets reply slip to HKAS by 21/4/2023.
Apr.	Mid	Complimentary tickets distribution (on request)	
	11	Technical Workshop at Ngau Chi Wan Civic Centre	Arrange the Backstage Team of the school to attend the workshop with teacher i/c
	12	Technical Workshop at Tsuen Wan Town Hall	
	13	Technical Workshop at Sheung Wan Civic Centre	
	14		Return amendments/ lists of cooperation/ stage effect awards (if any) to HKAS
	15,16	Technical meeting with Backstage Team	Arrange time to meet the Stage Manager
	21		Return Evaluation Form of School Performance Phase
	24-29	Technical Rehearsal and Public Performance at Sheung Wan Civic Centre	
Late	Release subsidy to schools for Public Performance Phase by the Education Bureau		
May	8-13	Technical Rehearsal and Public Performance at Tsuen Wan Town Hall	
	13	Prize Presentation Ceremony at Tsuen Wan Town Hall	
	22-27	Technical Rehearsal and Public Performance at Ngau Chi Wan Civic Centre	
	29	Evaluation Form of Public Performance Phase to schools	
	End	Letter to schools on Nomination for Outstanding Student Drama Training Course by email (Primary students / Secondary students)	Return nomination reply slip in mid-June
Jun	5-16		Collect Awards/Certificates of School Performance Phase
	9		Return Evaluation Form of Public Performance Phase

The Education Bureau reserves the right to adjust the schedule if necessary.