



Hong Kong School Drama Festival 2024/25
Tentative Schedule of Actions for Participating Schools

Date		Event	Action by School
Oct	21	Release "Acceptance of Application Notification" to schools by post	
Nov	4		Return "Confirmation of Participation" reply slip
Dec	3	School Briefing Sessions	
	18	Release "School Performance Phase Arrangements" letters to school teams by post	
	Late	Release cash grant to schools for the School Performance Phase by the Education Bureau (EDB)	
Jan	17		Return synopsis, production team list, cast list and script of the school performance
Feb	12 Feb-11 Mar	School Performance Phase: Adjudicators visit the schools according to the date and time specified in the finalised timetable	Arrange audience for the play
Mar	18-20	Notification to school teams regarding the recommendation to entering the Public Performance Phase via telephone	Confirm their participation in the Public Performance Phase
	24	Invitation letter to school teams entering the Public Performance Phase by post: Invite the school teams to the Technical Workshop and perform in the Public Performance Phase	Return revised electronic synopsis, production team list, cast list (if any) and 2 photos by <u>28 Mar 2025</u> Return reply slip by <u>3 Apr 2025</u>
	25	Reserve complimentary tickets for the Public Performance Phase	Return complimentary ticket reply slip by <u>11 Apr 2025</u>
	28		Return revised electronic synopsis, production team list, cast list (if any) and 2 photos
	1	Technical Workshop at Tuen Mun Town Hall	Arrange the Backstage Team of the school to attend the workshop with teacher i/c
Apr	3		Return the Technical Workshop and Public Performance Phase reply slip
	7	Technical Workshop at Kwai Tsing Theatre	Arrange the Backstage Team of the school to attend the workshop with teacher i/c
	11		Return the Public Performance Phase complimentary ticket reply slip
	16	Technical Workshop at Sai Wan Ho Civic Centre	Arrange the Backstage Team of the school to attend the workshop with teacher i/c
	9	Result announcement and Evaluation Form of the School Performance Phase to school teams by post	Return amendments/lists of cooperation/stage effect awards (if any) by <u>29 Apr 2025</u>
	Mid	Distribution of complimentary tickets for the Public Performance Phase (on request)	
	18, 21	Technical meeting with the Backstage Team	Arrange time to meet the Stage Manager
	28	Invitation letter to the Prize Presentation Ceremony to school teams performing in the Public Performance Phase	Return complimentary ticket reply slip by <u>9 May 2025</u>
	29		Return amendments/lists of cooperation/stage effect awards (if any)
	Late	Release cash grant to schools for the Public Performance Phase by EDB	



May	6		Return Evaluation Form of the School Performance Phase
	9		Return the Prize Presentation Ceremony complimentary ticket reply slip
	12-17	Technical Rehearsal and Public Performance at Tuen Mun Town Hall	
	19-24	Technical Rehearsal and Public Performance at Sai Wan Ho Civic Centre	
	26-31	Technical Rehearsal and Public Performance at Kwai Tsing Theatre	
	31	Prize Presentation Ceremony at Kwai Tsing Theatre	
Jun	6	Evaluation Form of the Public Performance Phase to schools	
	Early	Letter to schools on nomination of students for the Outstanding Student Drama Training Course by email	Return nomination reply slip in the end of June 2025
	16-27		Collect Awards/Certificates of the School Performance Phase
	20		Return Evaluation Form of the Public Performance Phase

EDB reserves the right to adjust the schedule if necessary.