



Hong Kong School Drama Festival 2023/24
Tentative Schedule of Actions for Participating Schools

Date		Event	Action by School
Oct.	27	Deadline of Application	Submit application form
Nov.	7	Release "Acceptance of Application" to schools by post	
	20		Return "Confirmation of Participation" reply slip
	23, 24	School Briefing Sessions	
Dec	Early	Release subsidy to schools for School Performance Phase by the Education Bureau	
	20	Release "School Performance Phase Arrangements" letters to schools by post	
Jan.	19		Return synopsis, production team list, cast list and Script.
Feb.	21 Feb- 19 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.			
Apr.	2	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 9/4/2024 Return revised electronic synopsis, production team list & cast list (if any) and 2 photos to EDB by 9/4/2024
	10	Reserve complimentary ticket of Public Performance Phase	Return complimentary ticket reply slip by 23/4/2024
	16	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 26/4/2024
	26	Invitation letter to all participating school teams by post: Prize presentation ceremony with complimentary tickets reply slip	Return complimentary tickets reply slip to HKAS by 6/5/2024.
Apr.	Mid	Complimentary tickets distribution (on request)	
	10	Technical Workshop at Ko Shan Theatre	Arrange the Backstage Team of the school to attend the workshop with teacher i/c
	22	Technical Workshop at Tuen Mun Town Hall	
	24	Technical Workshop at Tsuen Wan Town Hall	
	26		Return amendments/ lists of cooperation/ stage effect awards (if any) to HKAS
	20	Technical meeting with Backstage Team (for Ko Shan Theatre School Performing teams)	Arrange time to meet the Stage Manager
	late	Release subsidy to schools for Public Performance Phase by the Education Bureau	
	29 Apr - 4 May	Technical Rehearsal and Public Performance at Ko Shan Theatre New Wing	



May	11	Technical meeting with Backstage Team (for Tsuen Wan Town Hall and Tuen Mun Town Hall School Performing teams)	Arrange time to meet the Stage Manager
	17		Return Evaluation Form of School Performance Phase
	20-25	Technical Rehearsal and Public Performance at Tsuen Wan Town Hall	
	25	Prize Presentation Ceremony at Tsuen Wan Town Hall	
	27-31	Technical Rehearsal and Public Performance at Tuen Mun Town Hall	
	31	Evaluation Form of Public Performance Phase to Schools	
	Mid	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	17-28		Collect Awards/Certificates of School Performance Phase
	14		Return Evaluation Form of Public Performance Phase

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

Remarks:

Subsidy clawback arrangement

If a participating school withdraws from the Festival, the cash grant will be fully clawed back. In the event of special circumstances that the organiser has to cancel the School Performance Phase and/or Public Performance Phase, only the unused portion of the cash grant will be clawed back.