

KCACTF REGION VIII - 2008-09 - ALL CIRCUITS:
DESIGN INSTRUCTORS/PROFESSORS

Description of responsibilities:

1. Advise the students about what is KCACTF early on, share with them the value of the experience and advantages of entering competition:
<http://www.kcactf.org>
2. Provide students with KCACTF Regional website:
<http://www.kcactf-8.org>
3. Print design guidelines for each individual areas and get your students as ready for competition as possible before the respondent's visit for example
<http://www.kennedy-center.org/education/actf/actfbarb.html>
4. Gather all the information relevant to the respondent's visit and please **make sure the student designer(s) is(are) available:**
 - Name of respondent and their Institution
 - Date and times of visit
 - Area of expertise and resume /web page
5. If you can attend the response, wonderful! That is priceless as you can follow up with your students as they prepare for competition later in the year. If you are unable to attend, please make sure these areas are covered:
 - Find a proper place for the response and provide clear introductions
 - Assign someone to bring the respondent to the designated space after the show (please do not make respondents wait if possible)
 - Be collegial and try to get to know your respondent. Invite them to lunch, dinner or even coffee. As volunteers, make these encounters pleasurable.
6. Be a resource for students and make sure that they understand the design and the competition (festival participation) process, the value of comments and constructive criticism as well as expectations from respondents. Make sure you stay familiar with the website updates and competition procedures.
7. Be a resource for the Design Committee by sharing your ideas, observations and also proposing a workshop in your discipline. Don't be afraid to get involved at Festival as well! Your support and energy is much appreciated!

Region VIII Chair:

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