



To be considered for future festivals, a local arrangements chair should be designated and must complete the following questionnaire and send it to the Executive Director. The Executive Committee will review the application and arrange for a site visit before the site can be designated as a host site. This can be waived when the site requesting to host the festival has already served as a host in previous years.

Date Submitted: _____

Local Arrangements Coordinator (Individual): _____

(This is the individual that will serve as the host coordinator for the festival. This individual will be the main contact for the local theatre.)

Technical Director: _____ (must be able to answer technical questions prior to the festival.)

Phone Number: _____ (Cell, Home, Work – circle the type of phone number listed)

Email Address: _____

Host Theatre Group(s): _____

Has Theatre Attended MTA in the previous 2 years?

Name of each proposed facility:

Secondary/Community Theatre Location: _____
Seating Capacity: _____

Optional Community Theatre Location: _____
Seating Capacity: _____

Theatre for Youth Location: _____
Seating Capacity: _____

Awards Ceremony: _____
Seating Capacity: - _____

Individual Events Festival location: _____ (need 10 “classrooms” or small rooms for individual events.)

Optional 10-Minute Festival Location: _____

Do any of the above facilities have rental fees? Yes No (circle one)

If yes, please provide rental fees with your proposal.

Please note if the Main Stage (Secondary/Community Theatre location) space is NOT owned and operated by the host theatre.

Hotels:_____ Approximate age:_____

Hotels:_____ Approximate age:_____

Hotels:_____ Approximate age:_____

Hotels:_____ Approximate age:_____

Other Facilities (Tell us of other venues/facilities you think we should review.):

Other Notes/Comments:

	<p>theatre. We would like to especially include underserved schools/students.</p> <ul style="list-style-type: none"> ● If this festival is moved to Saturday, we will need assistance in sharing the word as we will be reaching out to families to attend.
Location:	<p>College/University Auditions:</p> <ul style="list-style-type: none"> ● Select location for the College/University Auditions. ● This will be held Thursday evening only. ● This will be setup similar to SETC auditions. ● We can use the Main Festival stage or another location. See below for details. This can be a large meeting room with a small stage. No setup required.
<p>Select location: October 1</p> <p>Rehearsal Space for performances: _____</p>	<p>10-Minute Play Festival:</p> <ul style="list-style-type: none"> ● Select location for the 10-Minute Play festival meetings, and performance location. ● If possible, secure several rooms in the Main Festival facility that can be used by the students rehearsing their productions.
<p>Select location: October 1</p> <p>Location:</p>	<p>Individual Events Festival:</p> <ul style="list-style-type: none"> ● The Individual Events Festival is much like the International Thespian Society IEF festival and similar to a forensics tournament. We need approximately 10 classrooms to use for the IEF. ● We would also like tables in the Main Stage theatre to display the technical and costume designs.
Location:	<p>Vendor Displays:</p> <ul style="list-style-type: none"> ● During the festival, we would like to have an area for vendors and college/universities to setup displays. We will not know until later this year exactly how many vendors/universities will participate. ● Generally, we have 3 vendors and approximately 12 school displays. ● We will need you to provide tables, chairs and table cloths for the exhibitors.
Location:	<p>Registration:</p> <ul style="list-style-type: none"> ● We need three tables setup with chairs for registration desk. These will need to be located

	<p>near an electrical outlet for a computer and printer setup.</p> <ul style="list-style-type: none"> • Need volunteers to assist with registration desk throughout festival.
	<p>Concessions:</p> <ul style="list-style-type: none"> • We would like to have concessions provided during the festival. • Need to have some type of snacks and drinks including coffee available throughout the festival. If a theatre wants to handle this, they can keep the profits. Coffee should also be available for purchase prior to the business meeting and award ceremonies. • We would like to sell box lunches to the participants. • It might be that you could get one of the student organizations to sponsor this. Alpha Psi Omega has done this in the past.
<p>Select location: November 1</p>	<p>Workshops:</p> <p>Workshops are held Thursday night, Friday afternoon and Saturday afternoon. We generally have approximately 10. Some require a performance space...large classrooms. Others work in conference rooms and classrooms. Would be great to have these near the location of the Main Stage festival.</p>
	<p>Need a small room on Friday to host a meeting for teachers who want to obtain CEU credits.</p>
<p>Location of Socials:</p> <p>Adult Social:</p> <p>Student Social:</p> <p>Need budget approved by November 1.</p>	<p>Socials:</p> <p>Theatre people like to socialize! MTA is described in terms of how good was the party. ☺</p> <p>We have 2 “official” socials....an Adult Social on Saturday and a Youth Social on Saturday. These should be at separate locations.</p> <p>Would be good to have a place for people to gather Friday night after productions to talk and party. Local bar or something casual where people can hang-out. Doesn't need to be as large as the Saturday social.</p> <p>Adult Social:</p> <ul style="list-style-type: none"> • Secure location for the big social. • Make all of the plans for the social. This is your event and is the final event on Saturday following a long day of productions.

	<ul style="list-style-type: none"> • We typically have wine/drinks/setup and heavy hors d'oeuvres. We generally try to get local theatre groups to provide the food as a part of their contribution. Generally, a community theatre is involved and they supply the food. • We will also provide some funding for this if needed. <p>Entertainment is optional and should be based on the recommendations of your group.</p> <ul style="list-style-type: none"> • Groups have recently enjoyed having more informal adult socials with a small set up of food at a couple of locations (ex. mini pub crawl) and cash bars. <p>Student Social:</p> <ul style="list-style-type: none"> • Secure location for the student social. • This will probably be preceded by the 10-Minute Play Festival / or the Theatre for Youth Festival. Please keep that in mind as you look for a space. • Would be good to have a local high school sponsor the high school festival and allow them to help with the planning to make it “fun”. • You will be in charge of organizing and planning for the social. MTA can provide some funding for this event. • Need to provide drinks and food for this as well. • If the schedule is the same as last year, this will begin around 8:00 p.m. or 9:00 p.m. <p>We at MTA are trying out a variety of ideas for the youth social. In 2022 we will be trying out a game night / movie night. We would like to work with the local hosts in coordinating this event.</p>
Green Room at Ford Center	<p>Green Room for Adjudicators / Board:</p> <ul style="list-style-type: none"> • Need a room for the adjudicators and board members to use as their “base” during the festival. • Will need to provide food and drinks throughout the day. • To be paid out of MTA funds. • Need someone to keep this room stocked and prepared for each day.
Location:	<p>Sunday Awards Ceremony:</p> <ul style="list-style-type: none"> • Select location for business meeting and awards ceremony. Need a nice, professional looking setup

	<p>for the awards ceremony. Should be equipped with at least two large folding tables, tablecloths, plants, etc.</p> <ul style="list-style-type: none"> ● Will need a podium and microphone as well. ● The MTA board of directors will handle securing the Awards/plaques. ● Need to seat approximately 575 people.
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Registration Information: Host Theatre Responsibilities

- Have one packet created for each individual who registers for the conference. Packets will contain community promotional information including but not limited to:
 - maps
 - list of local restaurants and other entertainment ideas
 - special attractions
- Be sure that we have plenty of extra city maps, restaurant guides, etc. for the registration desk.
- Need to be able to handle approximately 575 people.
- Need directions to the various venues.
 - Directions from the hotel to the venues are critical.
 - We would like to have directions printed and available at each of the hotel desks and at the registration table.
 - Especially need directions for the socials. These are often hard to find.

Production Facilities:

- Host site needs to secure volunteers to be hosts back stage. They will need to be on hand for all load-ins, load-outs, rehearsals and performances. It is crucial that we have enough people educated in how to run lights, sound and back stage equipment on-hand during the entire festival. This is probably one of the most important tasks for the host site...having volunteers ready and willing to help the theatres as they load in / load out and answer questions.
- Prior to sending out letters to potential participants, we will need the name of the technical director(s) that can be contacted regarding stage, lighting and sound requirements.
- Host site will need to provide a copy of their lighting plot and diagram of their stage. These should include the dimensions and exact location of all curtains. Need to include a list of equipment that is available at the theatre. **This needs to be submitted to the Executive Director no later than August 1.**

Publicity

Host site should designate a local person to work with the Executive Director on publicity.

Volunteers: Volunteers will be needed for the following areas:

- Man the registration booth...provide directions to various locations, etc.
- Create maps to put at the hotels and at the theatre to get to the various locations.
- Backstage and load-in/load-out crew

- Setup for the socials and adjudicators green room, etc.
- Timekeepers for the secondary and the community theatre chairs. This can be students. They typically like doing this.
- Keeping the Green Room stocked.

Thursday afternoon

- Need 4 technical people to help with load in and rehearsal Thursday evening

Friday – Saturday

- Need 4 people in the backstage area to assist with running the festival. Will be responsible for running curtains, fly system, assisting with load in/loadout, timekeeping, running to get the next performers, etc.
- Need 2 people in the lobby at all times to control crowd, keep noise levels down, watch doors, keep people from entering during productions
- Need 1 person (possibly 2) to run concession stand
- Need 1 person to assist with registration desk (to give directions)
- Need at least 1 person assigned to the green room to keep it stocked/refreshed for the adjudicators and MTA officers.
- Need 1 person designated as the technical director who will answer all technical questions. This person must be at all rehearsals, performances, technical meetings, etc. Depending on the theatre, you may need someone to assist with running the light/sound booth. A knowledgeable/technical individual must be available at all times for assisting with sound, lighting, etc.
- Need 1 person designated as a timekeeper for each block of shows. This can be one of the backstage workers. We just need to be sure the division chairs know who the 3rd one is going to be for each block.

Friday (Theatre for Youth)

- Need 4 volunteers to help run the Theatre for Youth. These people will help man the doors, usher students to their seats, and assist backstage with load in/loadout.

1 person assigned to the IEF Coordinator for adults and youth. They will be the coordinators' guide and assistant.

Volunteers needed to handle the socials. A local organization to host the youth social. This social will need to have adults on hand to monitor the social and work with the Executive Committee in the plan for the social.

**Mississippi Theatre Association
Host Site Technical Information Sheet**

ELECTRONIC CONTROLS, DIMMER AND CONTROL SYSTEM

LIGHTING INSTRUMENT INVENTORY

SPOT LIGHTS AVAILABLE?

SOUND

COMMUNICATION

MISCELLANEOUS

QUESTIONS ABOUT THE FACILITY / EQUIPMENT SHOULD BE DIRECTED TO: