



Mississippi Theatre Association State Festival

ORGANIZATION CHECKLIST

Organization Information

Organization Name	
Organization Type	
Primary Contact Name	
Primary Contact Email	
Primary Contact Phone	

FOR All Organizations: Complete [Online Festival Registration](#)

	Notes	Completed
Names and email addresses of all adults purchasing MTA memberships		<input type="checkbox"/>
Organization Participants Roster		<input type="checkbox"/>
Friday lunch orders (turkey, ham, vegan/gluten free options)	<i>if applicable</i>	<input type="checkbox"/>
Adult IE participants	<i>if applicable</i>	<input type="checkbox"/>
MTA Donation(s)	<i>if applicable</i>	<input type="checkbox"/>
Program Advertisement Information Jotform	<i>if applicable</i>	<input type="checkbox"/>
Workshop Proposal Jotform	<i>if applicable</i>	<input type="checkbox"/>
Sponsorship Jotform	<i>if applicable</i>	<input type="checkbox"/>

FOR Organizations with 9-12th grade students

	Notes	Completed
List of College & University and Scholarship auditionees	<i>if applicable</i>	<input type="checkbox"/>
List of 10-Minute Festival team members	<i>if applicable</i>	<input type="checkbox"/>
Secondary IE numbers from 2IEs organizer	<i>if applicable</i>	<input type="checkbox"/>
Secondary Code of Conduct		<input type="checkbox"/>
Matching Needs Application for students in College & University Auditions	<i>due January 5</i>	<input type="checkbox"/>
MTA Scholarship Jotform or students applying for the MTA Scholarship	<i>due January 5</i>	<input type="checkbox"/>
Finalize 2IEs Organizer	<i>editable copy in</i>	<input type="checkbox"/>
MTA Quote Worksheet	<i>Google folder</i>	<input type="checkbox"/>
Organization Participants Roster	<i>due December 15</i>	<input type="checkbox"/>

FOR Community Theatres

	Notes	Completed
Community Theatre Code of Conduct		<input type="checkbox"/>
MTA Quote Worksheet (editable copy in Google folder)	<i>for Pay Later Option</i>	<input type="checkbox"/>
Organization Participants Roster		<input type="checkbox"/>

FOR Colleges, Universities, and Vendors

	Notes	Completed
Order printed copy of College Auditionee packet	<i>in Add-Ons</i>	<input type="checkbox"/>
MTA Quote Worksheet (editable copy in Google folder)	<i>for Pay Later Option</i>	<input type="checkbox"/>
Organization Participants Roster		<input type="checkbox"/>

If Participating in the One-Act Festival: Complete [One-Act Registration JotForm](#)

	Notes	Completed
Proof of written permission from the publisher/royalty agent to perform		<input type="checkbox"/>
Proof of paid requisite royalties		<input type="checkbox"/>
Proof of permission to edit or cut	<i>if applicable</i>	<input type="checkbox"/>
Proof of rights to use copyrighted music or media	<i>if applicable</i>	<input type="checkbox"/>
Technical Questionnaire		<input type="checkbox"/>
Word document for festival program	Google doc template	<input type="checkbox"/>
Four copies of program for Adjudicators	<i>Community</i>	<input type="checkbox"/>
Mail 4 scripts (with cuts) to Community Theatre Chair, Kenneth McDade	<i>Community</i>	<input type="checkbox"/>
Declaration of Work & Statement of Circumstance	<i>Secondary</i>	<input type="checkbox"/>
One-Sheet Program for Adjudicators	<i>Secondary</i>	<input type="checkbox"/>
Labeled Cast Photo	<i>Secondary</i>	<input type="checkbox"/>
3-5 publicity photos to Lindsey Eubanks communications@mississippitheatre.org		<input type="checkbox"/>



**Mississippi Theatre Association
State Festival**

**ORGANIZATION
CHECKLIST**

CONTACT

For Festival Registration Questions:

Juniper Wallace, Interim President
President@mississippitheatre.org

Stacy Howell, Executive Director
ExecDir@mississippitheatre.org

For Secondary Festival Questions:

Olivia Dunwoody, Secondary Chair
Secondary@mississippitheatre.org

For Secondary Individual Events Questions:

Lauren Ray, 2IEs Chair
IndividualEvents@mississippitheatre.org

For Adult Individual Events Questions:

Jessica Wilkinson, Adult IEs Chair
Jwilkinson@jacksonprep.net

For 10-Minute Festival Questions:

Trisha Jordan, 10-Minute Chair
Tjordan@starkvillesd.com

For Theatre for Youth Festival Questions:

Keri Horn, Theatre for Youth Chair
VoicesKeri@gmail.com

For College & University Questions:

Rory Ledbetter, College & University Chair
Rledbett@olemiss.edu

For Publicity or Ad Questions:

Lindsey Eubanks, Communications Director
Communications@mississippitheatre.org

For Equity, Diveristy, Inclusion Questions:

Esther Margaret
Edi@mississippitheatre.org

For Community Theatre Festival Questions:

Kenneth McDade, Community Theatre Chair
McDade50@gmail.com

For Youth Playwriting Festival Questions:

Tonya Hays, Youth Playwriting Chair
Thays@comm.msstate.edu

For Adult Playwriting Festival Questions:

Cayson Miles, Adult Playwriting Chair
CaysonMiles@gmail.com

DEADLINES & PAYMENT

Deadlines:

November 1, 2023

Grant Applications

December 1, 2023

Community Theatre Online Registration

December 15, 2023

Secondary Online Registration

College & University Online Registration

Vendor Online Registration

Community Theatre One-Act Information Jotform

Community Theatre publicity photos

Quote Worksheet for all organizations

Participants Roster for all organizations

December 20, 2023

Secondary One-Act Information Jotform

Secondary publicity photos

Program Advertisement Jotform

Sponsorship Jotform

January 5, 2024

College audition application

Scholarship application Jotform

Registration Note:

Visit mississippitheatre.ludus.com for complete festival registration

ALL REGISTRATIONS must be completed online by December 15

Visit mississippitheatre.org for more information.

No changes after December 15

***NOTE:** Credit card and online payments subject to processing fees: .80¢ per item +5%. Cash, check, and purchase orders are not subject to processing fees*

Make checks payable to:

Mississippi Theatre Association

Mail payments to:

Mississippi Theatre Association

Attn: Stacy Howell, Executive Director

P.O. Box 320901

Flowood, MS 39232

Mail Community Theatre scripts to:

Mississippi Theatre Association

Attn: Kenneth McDade, Community Theatre Chair

2945 Layfair Dr.

Apt. #1627

Flowood, MS 39232