



Mississippi Theatre Association

2019 Annual Festival

October 15, 2018



Dear Community Theatre:

Are you proud of your community theatre? Are you excited about the work that you and your theatre's officers, board members, and volunteers do through your organization? If so, you owe it to yourself and your theatre to attend the annual Mississippi Theatre Association (MTA) state conference and festival. This great festival brings community theatre groups from around the state together and provides a multitude of theatrical opportunities. Come and see outstanding productions, renew old friendships and start new ones, network with your peers from around the state, and learn from the adjudicators' evaluations – not just of your production, but of each play at the festival!

If you have never been, we hope you will join us this year – whether for competition or only to watch productions, attend workshops, and develop your network. Even without an entry into the Community Theatre festival, you can watch productions by community and secondary theatre groups, participate in incredible workshops, attend staged readings of new plays, compete in the Individual Events Festival, and mingle at a variety of social events. There really is something for everyone!

MTA's Community Theatre division has made a name for itself in regional and national festivals over the years. We encourage every community theatre group in Mississippi to support MTA, *your* state theatre organization, by sending representatives to the festival – *regardless* of your plans to send a one act play for competition.

We certainly do want to invite you to participate in the Community Theatre festival this year! This festival is an exciting way to present your work, receive valuable feedback from three out-of-state theatre professionals, and earn recognition and awards for your production. Additionally, assuming we have at least four participating community theatres, two productions will advance from the Community Theatre festival to the regional Southeastern Theatre Conference (SETC). **Performance slots for the Community Theatre festival are very limited this year; make sure to register early!**

Registration for the MTA Community Theatre festival will open November 1. **The registration deadline is December 1.** A **complete registration** is required to hold a slot for your theatre. To submit a complete registration, you must fill out all required MTA forms and submit payment for both your organizational fees and the individual fees of your cast and crew. You may continue to add people after December 1, but everyone in the cast and crew must be registered by this deadline.

This year, we will not include cast lists in the festival program. Please bring copies of your production program with you instead. Be sure to submit four copies for the adjudicators to Stacy Howell or to me, the Community Theatre division chair.

Visit the festival website at mta-online.org/2019-annual-statewide-festival to read and download the festival rules, forms, and the registration spreadsheet. The website also contains more information about this year's festival venues.

Is there someone in your organization that deserves state-level recognition? Nominate them for the **Outstanding Contributions to Theatre in Mississippi** award. Find more information and the nomination form at mta-online.org/awards/outstanding-contribution-to-theatre-in-ms-award.

If you do not plan to compete in this year's annual Community Theatre festival, please do consider renewing your MTA organizational membership and your own individual membership. The fee is only \$60⁰⁰ per organization and \$25⁰⁰ per individual. We always want to know what great theatre your organization is making! Keep us in the loop by returning the attached *Theatre Information Form*. We want to ensure that we have your most up-to-date information and that your theatre is an active member of the Mississippi Theatre Association.

Finally, please share this information with your individual members! Encourage them to become members of MTA and to attend the annual festival. We look forward to seeing you in Meridian this January! *Please do not hesitate to contact us if you need assistance with the registration process.*

Sincerely,

Lauren Ray
Chair, Community Theatre Division
anotherlaurenray@gmail.com

Stacy Howell
Executive Director
execdir@mta-online.org

Tim Matheny
President
tmatheny@comm.msstate.edu

Community Theatre Festival Registration Information

Individual Registration:

If your theatre does **not** plan to enter a production in the Community Theatre Festival but do you plan to send individuals to the festival:

1. Register each individual who will attend the state festival online at mta-online.org/2019-annual-statewide-festival
2. Complete and return the attached **Theatre Information Form** to help MTA keep track of your theatre.
3. Pay your dues online to renew your MTA organizational and individual memberships by visiting mta-online.org/about-us/membership

Community Theatre Competition:

To simplify the festival entry process for your production, cast, and crew, we have created a spreadsheet that each registrant **must** use to register for the Community Theatre festival. **You must submit a complete spreadsheet.** A complete spreadsheet includes **all of the information about your production entry, your cast, and your crew.** **Only after we have received a completed spreadsheet will your entry form be accepted and your spot in the festival lineup be secure.**

1. Visit the MTA Website at mta-online.org/2019-annual-statewide-festival
 - a. Click the **COMMUNITY THEATRE FESTIVAL** link
 - b. Read the MTA Festival Guidelines.
 - c. Click the **COMMUNITY THEATRE REGISTRATION FORM** link to download the spreadsheet and complete all tabs and the AACT Form by **December 1.**
 - i. The first tab contains a **checklist for your submission;**
 - ii. The second tab contains the festival entry form; the director contact information form; the participants order form; and the credit card information form, if applicable;
 - iii. The third tab is labeled “Event Registration” and is where you **list your cast and crew members** and other festival attendees. Complete one row per person attending the festival. **Only one completed spreadsheet should be submitted for each theatre.** (i.e. DO NOT have each attending individual submit a separate spreadsheet.)
 - iv. Save the document.
 - d. On the Community Theatre festival page on the website, select **UPLOAD YOUR FESTIVAL REGISTRATION SPREADSHEET.** You will be directed to a form that will ask you to fill in some additional information and upload your spreadsheet to our registration system.
 - e. You will receive a confirmation email that your entry was successfully submitted.

Mail the following information/items to the Community Theatre division chairperson at the address below by December 1. Failure to send materials by this date may result in your entry being discarded.

1. Written permission from the publisher/royalty agent to perform in the festival, including permission for any cuts or edits to the script.
2. Proof that you have paid royalties for the festival production of your play.
3. Four (4) scripts of your production as it will be performed (highlighted or marked down with cuts). **PHOTOCOPIES ARE UNACCEPTABLE UNLESS THE WORK IS AN ORIGINAL SCRIPT** or unavailable in any other form (e.g. out of print) but your written permission must clearly establish and permit this situation;
4. Proof of permission to use copyrighted music and/or media (e.g. ASCAP membership or publisher permission); and
5. If your theatre has not performed at the MTA state festival within the last three (3) years, also submit a copy of your Community Theatre organization’s charter and/or bylaws.

Mail registration information to: Lauren Ray / 199 Bradfield Road / Madison, MS 39110

Please feel free to contact Lauren (cell: 601.331.6696; email: anotherlaurenray@gmail.com) if you have questions.

Mississippi Theatre Association

Theatre Information Form

Support the Mississippi Theatre Association by renewing your organizational membership!

Help us keep our directory of Mississippi theatres up-to-date by completing this form and returning it to the address below. Please complete and return this form even if you do not plan to attend the MTA State Festival this year!

THEATRE INFORMATION

THEATRE NAME: _____

THEATRE MAILING ADDRESS: _____
STREET

CITY _____ STATE _____ ZIP _____

THEATRE PHONE: _____ THEATRE WEBSITE: _____

THEATRE E-MAIL: _____

YEAR OF INCORPORATION: _____

PRESIDENT / DEPT. CHAIR: _____ E-MAIL _____

Would you like more information on MTA? YES NO

Approximately how many people attended your productions / events last fiscal year? _____

COMMUNITY THEATRES ONLY

EXECUTIVE DIRECTOR: _____ E-MAIL: _____

Do you have any paid staff members? YES NO Position(s): _____

I would like to renew my organizational membership (\$60⁰⁰). YES NO

Pay by check or credit card, or renew online. Make checks payable to *Mississippi Theatre Association*.

If paying by credit card:

CREDIT CARD TYPE: MASTERCARD VISA DISCOVER

CARD NUMBER: _____

EXPIRATION DATE: ____ / ____ 3-DIGIT VERIFICATION CODE: _____

NAME (as it appears on the card): _____

RETURN THIS FORM WITH PAYMENT TO:

Stacy Howell / P.O. Box 625 / Ocean Springs, MS 39566

You can also renew your membership online at mta-online.org/about-us/membership.