



Mississippi Theatre Association

2020 Annual Festival

October 15, 2019



Dear Community Theatre:

Are you proud of what your community theatre is doing? Are you proud of the work that you and your Officers, Board and volunteers do on behalf of your community theatre? If so, then you owe it to yourself and your theatre to attend the annual MTA Theatre Conference and Festival. The Festival brings community theatres together for an opportunity to see a wide-variety of productions, to network, to learn from one another and to renew old friendships and start new ones.

If you haven't been to the Festival we hope that you will join us this year even if only to watch productions, attend workshops and network with your peers from around the state. You will be able to see community theatre and high school productions; participate in workshops, staged readings, Individual Events Festival (aka *Mississippi's Got Talent*) and social events. There is something for everyone.

MTA's Community Theatre Division has made a name for itself in regional and national festivals over the years, and we want to encourage all theatres in the State of Mississippi to support *your* state theatre organization by sending representatives to the festival **regardless** of whether your theatre is competing.

We also want to invite you to participate in the Community Theatre Festival this year. This is an exciting way to present your work, have it adjudicated by three out-of-state judges and have the chance to receive recognition and awards for your work. Additionally, two theatres will advance to the regional Southeastern Theatre Conference (assuming we have at least 4 participating theatres). Since slots are limited, register early.

The MTA registration spreadsheet and other forms will be available Nov 1. The deadline to register is December 1. Please remember, we have limited slots so you need to register ASAP. **A complete registration** is required for MTA to hold a slot for your theatre. A complete registration means you have completed the MTA forms, and submitted your theatre and cast/crew festival fees. You can continue to add people after December 1 but the cast/crew must be registered by December 1.

This year we will not be adding cast lists to the overall festival program. Please bring with you copies of your production program instead and be sure to turn in 4 copies to me or Lauren.

Visit the festival website at <http://www.mta-online.org/divisions/community-theatre-division/> to download the festival rules, forms, spreadsheet and for more information on the festival venues.

Do you have someone in your theatre that you want to recognize on the state level? Nominate them for the Outstanding Contributions to Theatre. Find more information and the nomination form at <http://www.mta-online.org/awards/outstanding-contribution-to-theatre-in-ms-award/>.

If you do not plan to compete in the 2020 Festival, please renew your MTA Organizational Membership Dues and your Individual Membership Dues. The fee is only \$60 per organization and \$25 per individual. We also want to keep up with your organization so send us the Theatre Information Form (see below). We want to be sure we have your most up-to-date information and that you are a current member.

Finally, we ask that you share this information with your members and encourage them to become members of MTA and to attend the festival! We look forward to seeing you in Oxford in January. *If you need assistance with the registration process, please do not hesitate to contact me.*

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 you plan to send individuals to the festival:

1. Register each individual online at <http://www.mta-online.org/divisions/community-theatre-division/>
- 2.
3. Complete the “Theatre Information Form” (see below) so that we can keep track of your theatre and return it to the address listed.
4. Renew your MTA Organizational and Individual Membership dues by visiting <http://www.mta-online.org/about-us/membership/>

Community Theatre Competition:

In order to simplify the process for registering the cast and crew and submitting your Festival Entry Form, we have created a spreadsheet that you must use to register your cast and crew and submit your festival entry. Please note that you MUST complete the spreadsheet including all entry information and entering cast and crew information for your entry form to be accepted and to secure a spot in the festival line up.

- a. Visit the MTA Website at <http://www.mta-online.org/divisions/community-theatre-division/>
- b. Click COMMUNITY THEATRE FESTIVAL link
- c. Read the MTA Festival Guidelines.
- d. Click on “Community Theatre Registration Form” to download the spreadsheet and complete all tabs and the AACT Form by **December 1**.
 - i. First tab contains a checklist for your submission.
 - ii. Second tab contains the Festival Entry Form & director contact information; order form for participants; credit card information (if applicable);
 - iii. Third tab labeled Event Registration is to list **your cast and crew members**. Complete one row per person attending the festival. This includes all cast and crew members. Only **one spreadsheet should be submitted for each theatre.**
 - iv. Fourth tab labeled Cast List is the place to enter the name and characters for your production and any information you want included in the festival program.
 - v. Save the document.
- e. From the Community Theatre Festival website – select Upload your Festival Registration Spreadsheet. This form will ask you to fill in a few pieces of information and then upload your spreadsheet to our registration system.
- f. You will receive a confirmation email that your entry was sent.

Mail a copy of the following information/items to the address below by December 1. Failure to send materials by this date will result in your entry being discarded.

1. Written permission from the publisher/royalty agent to perform in the festival. This includes permission to cut or edit the script.
2. Copy of the paid royalties.
3. 4 scripts of your production **as it is to be performed (highlighted with cuts) PHOTOCOPIES ARE**
4. **UNACCEPTABLE UNLESS IT IS AN ORIGINAL SCRIPT** and/or not available in any other form (i.e., out of print, or rented materials) but the permission must then so state.
5. Proof of rights to use copyrighted music or media (i.e. ASCAP membership, or copyright holder permission);
6. Copy of the organization’s charter and/or organization’s bylaws. **(This is only needed if your theatre did not perform in the festival during the last 3 years.)**

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

Please feel free to call or email if you have questions

Mississippi Theatre Association

Theatre Information Form

Please support the Association by renewing your organizational membership.

Help us keep our theatre directory up-to-date by completing this form and returning it to the address below.

Theatre Information

Theatre Name: _____

Theatre Mailing Address: _____

City: _____ State _____ Zip _____

Theatre Phone: _____ Theatre Website: _____

Theatre Email: (if applicable) _____

Date your theatre was incorporated: _____ (year only)

President/Dept Chair: _____ Email: _____

Would you like more information on MTA? Yes No

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

Community Theatre's Only:

Executive Director: _____ Email: _____

Do you have a paid staff member? Yes No Positions: _____

I would like to renew my Organizational Members (\$60.00) Yes No

Pay by check or credit card.

Credit Card Type: Mastercard / Visa / Discover

Card Number: _____ Expiration Date: _____ 3-Digit Verification Code: _____

Name as it appears on the card: _____

Please complete this form and return even if you are not attending the festival.

Return this form and checks to:

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

You can also renew your membership online at <http://www.mta-online.org/about-us/membership>