



Mississippi Theatre Association

Annual Festival

October 2, 2006



Dear Community Theatre:

Fall is here and it is time to start planning for the MTA Festival. This year the festival will be held January 11 – 14, 2007 in Oxford, MS on the Ole Miss campus. The majority of activities including secondary festival and the community theatre festival will be held at the Gertrude C. Ford Center for the Performing Arts. If you haven't seen this facility, you are in for a treat! It is amazing! Take a minute to review their website located at <http://www.olemiss.edu/depts/fordcenter/>.

Please find enclosed the individual registration form, organizational registration form and the MTA Festival Technical Questionnaire. **Please note the deadline listed at the top of the Individual and Organizational Registration Forms.** The director will be notified of the order and time of performance at a later date. Rather than making copies of the MTA Guidelines for Adjudication, the MTA Community Theatre Festival Rules, and the AACT information, we will post this information and more on the MTA web site for your convenience. Please carefully review this information. The information can be found at <http://www.mta-online.org/divisions/community.htm>. More specific information about the acting space, lighting plots, location of curtains, and a description of the theatre will be posted on the MTA 2007 Festival Web site.

Since this is an AACTFest year (American Association of Community Theatre), please read the AACTFest Handbook which can be downloaded from this site: http://www.aact.org/documents/AACTFest_Handbook_2007_final.pdf. MTA rules and regulations were created using the AACTFest rules and regulations; therefore, you should find no discrepancies between the two documents. However, during an AACTFest year we are required to require you to read this Handbook. We are also required to have you sign and return to us some additional forms. These are required for your participation by AACT. In the above Handbook – complete and return to MTA FORMs D and E.

The festival will be a fun filled weekend with performances from community theatres, nine high schools, Theatre for Youth productions, as well as workshops and plenty of time for networking and socializing. This year our guest speakers will be John Maxwell, noted playwright and actor, and Robert Cannon, former MTA President, Director of the National Endowment for the Arts, and founder of The Mississippi Festival.

For those of you not planning on competing in the festival, please remember that the festival is not just a competition. It is a time for theatres to come together to learn more about theatre, watch productions from other theatres around the state, attend continuing education workshops, and a time to develop and renew friendships. The festival continues to grow each year and we want this to be another exceptional year! We encourage all theatres in the State of Mississippi to attend the festival regardless of whether your theatre is competing. If you are unable to attend the festival, please complete the attached Organizational Form anyway and renew your MTA membership. We would also appreciate you renewing your Individual membership.

I look forward to seeing you in Oxford in January. If you need to contact me, please feel free to do so via one of the many ways listed below.

Sincerely,

Lynn Nelson, Division Chair- Community Theatre

Presidents, Executive Directors, Business Managers:

MTA will host an executive meeting of presidents, executive directors and business managers on Friday, January 12, 2007 at the Festival. *Please plan to attend. Details to follow.*

Festival Contact Information

Lynn Nelson; Chair lynn_nelson@hotmail.com (662) 844-2815 Home (662) 213-1649 Cell (662) 377-5050 Work	Kenneth McDade; Vice Chair kmcdade@jam.rr.com (601) 925-1395 Home (601) 214-6897 Cell	Stephen Cunetto Executive Director (662) 323-1097 Home (662) 325-8542 Work scunetto@bellsouth.net	MJ Etua President (662) 418 -6540 Cell mjmetua@yahoo.com
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**Mississippi Theatre Association
Annual Festival
Organizational Membership Form
& Festival Entry Form
Deadline: December 1, 2006**



Please complete the top section of this form regardless of whether you plan to perform in the MTA Festival.
Please support the Association by renewing your organizational membership.

Theatre Information

Theatre Name: _____

Mailing Address: _____

City: _____ State _____ Zip _____

President/Executive Director: _____ Email: _____

Theatre Phone: _____ Theatre Website: _____ Year theatre was organized: _____

Does your theatre have a paid staff member? Yes No If so, please elaborate _____

Festival Entry Information

Please complete the following if your theatre is going to perform in the 2006 festival.

Production Director: _____ Director's Daytime Phone: _____

Director's Evening Phone: _____ Director's E-Mail Address: _____

Director's Mailing Address: _____ City: _____ State: _____ Zip: _____

Approximate Number of People in Cast and Crew? _____ Length of Production: _____

Please supply the following information about your production.

Title of Presentation: _____

Author: _____ Publisher/Royalty Agent: _____

1. If your production must be edited to conform to festival production length requirements, you must obtain written permission from the publisher/royalty agent to perform in the festival. Attach proof of permission to this form.
2. In order to perform in the festival you must attach a copy of the paid royalty to this form.
3. In addition to the above information, 3 scripts of your production **as it is to be performed** must be submitted.
PHOTOCOPIES ARE 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.
4. Copy of the organization's charter and/or organization's bylaws. **(This is only needed if your theatre did not perform during the 2004, 2005 or 2006 festival.)**
5. Proof that the organization is a not-for-profit organization.

Organizational Registration Fees Include: MTA Annual Dues 50.00 MTA Festival Registration 25.00 AACT Fee 55.00* Total Fees: \$ _____	Please make check payable to MTA Festival 2007. Mail the check along with this form to: <p align="right">Lynn Nelson 303 Park Street Tupelo, MS 38804</p>
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* Not required if you are already an AACT Organizational Member.

MTA Festival Technical Questionnaire

Technical Coordinator Information

This must be the one person who can speak for the company.
This person must also serve in this capacity at the festival(s).

Contact Person _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ Telephone (office) _____

Fax _____ E-mail Address _____

Production Information

Production Name _____

Estimated Set Up Time _____ Estimated Run Time _____ Estimated Strike Time _____

Number of headsets needed and their location _____

Number of Cast Members Male _____ Female _____

Technical Requirements

Please feel free to attach any documents that could be helpful

Lighting Needs: -- Refer to the list of available lighting on the "Host Site Technical Information Sheet." Please List any specials you intend to use including instrument type, preferred hang location, approximate focus location and whether you will be providing all needed for the special. Please list any equipment you plan to bring on the reverse side under a heading "Special Equipment and/or Needs."

Follow spot needed? Yes _____ No _____

Sound Needs: -- Refer to the list of available sound equipment on the "Host Site Technical Information Sheet." List any sound equipment you plan to bring on the reverse side under a heading of "Special Equipment and/or Needs."

Personnel Requirements

After reviewing the "Host Site Technical Information Sheet," please indicate below if you feel "host" assistance will be needed for operation of any of the available equipment.

Dimmer Board Yes _____ No _____ Follow Spot Yes _____ No _____ Sound Board Yes _____ No _____