

MISSOULA CHILDREN'S THEATRE

A PRODUCTION OF MCT, INC.

MCT, Inc.
200 North Adams
Missoula, MT 59802-4718

Direct Line 406-829-5202
406-728-1911
fax: 406-721-0637
tour@MCTinc.org
www.MCTinc.org

TOURING CONTRACT • 2017-2018 SCHOOL YEAR

TOWN: **FLORENCE**

STATE: **KY**

A.M. YEALEY ELEM

PRESENTING ORGANIZATION: **A.M. YEALEY ELEM**

SHOW TITLE: **GULLIVER'S TRAVELS (GUL-5)**

RESIDENCY WEEK: **11/27/2017-12/2/2017**

SPECIAL CIRCUMSTANCES:

ACCT#: **KY-FLOR**

FIRST TIME: **N**

BOOKING ID: **23284**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

AUDITION DAY (MON. OR *TUES.): _____ AUDITION DATE: 11/27 TIME: _____
(*To accommodate a Tuesday audition, performances must be scheduled on Saturday)

AUDITION LOCATION: 10 Yealey Drive (gym)

REHEARSAL TIME: 1ST SESSION (i.e. 3-5 PM) _____ 2ND SESSION (i.e. 5:15-7:15 PM) _____
(Two 2-hour sessions with a 15-minute break between sessions)

REHEARSAL LOCATIONS (2 SEPARATE SPACES REQUIRED): _____ AND _____

PERFORMANCE DAY(S) & DATE(S): _____ AND _____

TIME(S): _____ AND _____ LOCATION: _____
(Suggested 3:00PM & 5:30PM on Saturday-Friday performances cannot be scheduled prior to 12PM)

PHYSICAL PERFORMANCE ADDRESS: 10 Yealey Drive Florence, Ky 41042

GRADE LEVELS: **KINDERGARTEN THROUGH** ☒ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
(*Required Minimum Grade Range)

PRE-REGISTRATION OF CAST (within MCT guidelines-see online presenter materials): Yes ☒ No ☐

BASE RESIDENCY FEE:

DVD LICENSING FEE created & sold (by MCT presenter) \$25 ☐ (by professional video org.) \$50 ☐

ADDITIONAL WORKSHOPS (3 INCLUDED IN RESIDENCY FEE) _____ @ \$75.00US

ADDITIONAL PERFORMANCES (2 INCLUDED IN RESIDENCY FEE) _____ @ \$300.00US

(EXTRA SERVICES MAY BE SCHEDULED AT TIME OF RESIDENCY)

LATE FALL BOOKING

\$3650.00 US

\$ _____

\$ _____

\$ _____

\$(500)

\$(0)

\$(0)

\$ _____

TOTAL PAYABLE TO MCT:

A \$500 DEPOSIT WITH SIGNED AND COMPLETED CONTRACT DUE TO MCT BY: 10/4/2017

For Office Use	
Contract	
Received	
Entered	
Deposit	
Received	
Amount	
Check#	

I have read and understand this entire agreement:

PRESENTER SIGNED Renée Turner

PRINTED Renée Turner

TITLE principal

DATE 9-15-17

MCT SIGNED _____

DATE _____

**PLEASE COMPLETE OPPOSITE SIDE AND MAKE A COPY FOR YOUR RECORDS
RETURN THIS DOCUMENT TO MCT IN PRE-ADDRESSED ENVELOPE PROVIDED**

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TOWN: **FLORENCE** STATE: **KY** **A.M. YEALEY ELEM**
PRESENTING ORGANIZATION: **A.M. YEALEY ELEM**
MAIN CONTACT: **KATHY KOHAKE** TITLE:
MAILING ADDRESS: **10 YEALEY DR**
TOWN: **FLORENCE** STATE: **KY** ZIP: **41042**
PHONE #1: **859-750-5855** PHONE #2:
E-MAIL: **kathy.kohake@boone.kyschools.us**
TEAM CONTACT: **KATHY KOHAKE** TITLE:
MAILING ADDRESS: **10 YEALEY DR**
TOWN: **FLORENCE** STATE: **KY** ZIP: **41042**
PHONE #1: **859-750-5855** PHONE #2:
E-MAIL: **kathy.kohake@boone.kyschools.us**
BILLING CONTACT: **KATHY KOHAKE** TITLE:
BILLING ADDRESS: **10 YEALEY DR**
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PHONE #1: **859-750-5855** PHONE #2:
E-MAIL: **kathy.kohake@boone.kyschools.us**

PLEASE INDICATE ANY CHANGES TO CONTACT INFORMATION BELOW:

PRESENTING ORGANIZATION: _____
MAIN CONTACT: _____ TITLE: _____
MAILING ADDRESS: _____
TOWN, STATE, ZIP: _____
PHONE #1: _____ PHONE#2: _____ E-MAIL: _____
TEAM CONTACT: _____ TITLE: _____
MAILING ADDRESS: _____
TOWN, STATE, ZIP: _____
PHONE #1: _____ PHONE#2: _____ E-MAIL: _____
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Helping our children reach a New Stage.

Dear Presenter,

Greetings from the Missoula Children's Theatre! Thank you for choosing to host a Missoula Children's Theatre Residency Week. Enclosed is your contract for the 2017-18 School Year Residency Tour. You will notice that our fees are slightly higher than last year. These increases have become necessary as we face financial challenges from the Affordable Care Act coupled with rising health insurance costs, and increasing minimum wages. We also face surging vehicle insurance premiums on an annual basis. As a non-profit 501(c)(3), we're just not able to absorb these sky-rocketing costs.

However, we recognize that many of the organizations we serve are also non-profits and/or have challenging budgets. To ensure that you don't miss out on presenting the Missoula Children's Theatre as you've planned, we are offering you the opportunity to apply for an "Economic Impact Scholarship" to offset the additional cost. You can find the online application at <http://mctinc.org/economic-impact-2017-18-scholarship>. All applications will be evaluated on the financial need of the organization and the compelling nature of the narrative. Scholarships will be awarded to a percentage of the communities we serve on a first-come first-served basis. Should your application be accepted, you will be notified within two weeks of our receipt of the application. In addition, if there are any problems with your contract, or if you have decided against hosting a residency, please contact us immediately.

To complete your contract:

- Read the "fine print" on pages three and four.
- Edit the contact information on the lower half of the second page.
- Complete the information box on the first page.
- Sign and date the bottom - **don't forget to make a copy for your records.**
- Return the original in the addressed envelope provided, along with a \$500 deposit per residency, by the date indicated on the contract.
- The "DVD LICENSING FEE" is included on the first page of the contract with further explanation within the contract verbiage. Your tour team will have a contract addendum available during your residency week should you decide to film and sell after submitting the contract.
- Please indicate "PRE-REGISTRATION OF CAST" on the contract if you're choosing to pre-register, within MCT guidelines. The pre-registration guidelines are included within the online planning and promotional materials.

New This Season:

- Accompanist option—while we still prefer piano accompaniment, we now provide guitar chords within the music scores. Please note that just like the pianist, the guitarist must be able to read music.
- In an effort to shorten show day—specifically for the youngest cast members—dress rehearsal with the entire cast will now take place during the first 3 hours of rehearsal on Friday. The final hour will be dedicated to final performance preparation with the older cast members.

We're excited to be working with you this next season and hope that this information is helpful as you prepare for your residency. If you have any questions, please feel free to contact us!

The Tour Marketing Team

Jonna Michelson
Director

Dory Lerew
Associate

Alex Kowalchik
Assistant

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TOURING CONTRACT • 2017-2018 SCHOOL YEAR

CANCELLATION POLICY: This Touring Contract and the \$500 deposit are due on the date indicated in the Contract. If not received on or within 15 days after that date, MCT may cancel the residency and Presenter will receive an official letter of cancellation. To secure the date, if Presenter cannot timely return the Contract or deposit, Presenter must be granted an extension by MCT's Marketing Office. If Presenter provides written notice of cancellation by certified mail not less than 120 days prior to the first day of the residency, the \$500 deposit shall be refunded. If MCT does not receive such written cancellation notice at least 120 days prior to the residency, Presenter shall be liable and will be invoiced for the \$500. If Presenter cancels within 90 days of the first day of residency, Presenter shall be liable and will be invoiced for half of the base residency fee. If Presenter cancels within 30 days of the first day of the residency, Presenter shall be liable and will be invoiced for the full residency fee. If unforeseen circumstances beyond Presenter's control arise, such as an "act of God," MCT will make a reasonable good faith effort to reschedule in a timely manner.

CHANGE FEE: If within 90 days of the first day of the residency week Presenter opts to change a contracted residency week to a later date in the same Tour season (summer or school year), a \$500 fee shall be assessed. Date changes between Tour seasons are prohibited.

NON-EXCLUSIVITY: MCT does not grant any "right of exclusivity" to any Presenter.

RELATIONSHIP OF PARTIES: This Contract shall not in any manner constitute, or be construed as, creating a partnership between the parties.

INDEMNIFICATION: Presenter shall secure and maintain public liability insurance naming MCT as an additional insured party and protecting MCT and its Tour Actor/Directors against public liability and property damage hazards with combined single limit coverage of not less than \$1,000,000 US. Presenter, its successors, agents and assigns shall indemnify and hold MCT, its successors, agents and assigns, harmless from all claims made against MCT resulting from any loss, injury, damage, cost or expense, including legal fees, to any person or property resulting from Presenter's negligence. This provision shall bind Presenter, its successors or assigns, and shall cover all acts of its agents or employees and any other persons or entities associated with Presenter or MCT.

REGULATORY COMPLIANCE: Presenter shall be solely responsible for taking all reasonably appropriate action to ensure that all Contract activities and each audition, rehearsal, workshop and performance complies with the applicable governmental regulations.

BACKGROUND CHECKS: Criminal background checks and fingerprinting have been completed by a nationally recognized company on every member of the Tour Staff. Extensive personal and professional reference checks have also been conducted by MCT's Human Resources Department. Should the Presenting Organization require additional background checks and/or fingerprinting, the Presenter shall pay all associated fees.

ACCESSIBILITY: Presenters should secure physically accessible facilities where the program is held. Additional accommodations should be made in a timely manner upon request.

BOX OFFICE: Presenter is solely responsible for the pricing and sale of tickets and is entitled to all income from ticket sales.

CASTING: Approximately 50-60 students will be cast in the show. There is no guarantee that everyone who auditions will be cast.

ADVERTISING & PUBLICITY: Presenter shall pay all costs for local publicity and performance promotion shall be paid by the Presenting Organization. MCT shall furnish Presenter with online access to the Presenter Information Materials approximately NINETY (90) days prior to the residency, including graphics, media releases, photo and music score. Presenter must include MCT authorship credit and copyright information on show program. Presenter is strongly encouraged to give recognition in their advertising to any/all appropriate state arts councils/funding agencies for their support of the MCT touring program.

HOUSING: Presenter shall provide housing a total of seven (7) nights for the two MCT Tour Actor/Directors, Sunday to Sunday, regardless of schedule variations set by Presenter (i.e., Tuesday start, Friday shows). If the MCT Tour Marketing Office dictates a Tuesday start or Friday shows, housing will be provided a total of (6) nights, starting the night before the residency duties begin and ending the morning after the last performance. Accommodations shall be private (one person per room), clean, comfortable and safe for the two Tour Actor/Directors, either in a hotel/motel or private home(s), equipped with a phone land-line or sufficient cell phone coverage. Providing meals for the Tour Actor/Directors is optional.

FEE: The total balance due, for ALL services rendered (*including extra workshops or performances scheduled at time of residency*), must be paid on or before the day of the performance. A \$50.00 late charge will be added to the residency fee unless other arrangements have been negotiated with MCT prior to the residency.

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PARKING: All parking costs related to conducting the residency week (including lodging) will be paid by the Presenter.

DVD POLICY: Presenter may record the MCT production to sell or commercially broadcast subject to the following:

- The DVD licensing flat fee applies to all sales of show DVDs - \$25 if DVD is created by the MCT Presenting Organization and \$50 if DVD is created by a professional organization.
- Broadcasts may not occur simultaneously with the live performance of the play.
- MCT must be credited as producer of the play.
- Visual or oral credits must be included on the DVD. Credits for each particular show are included on the Show Program Template in the Presenter Materials (which will be sent approximately 90 days prior to the residency).
- The DVD must contain a visual or oral statement that DVD is only for personal use.
- MCT shall receive a complimentary copy of the DVD.

MCT SHOW T-SHIRTS AND CDs: The MCT Tour Actor/Directors may have show T-shirts and/or music CDs available for sale. Proceeds from the sale of these concessions are a part of the Tour Actor/Directors weekly income. This supplemental income helps maintain low residency fees. Presenter may not use MCT logos or photos to create T-shirts. A \$300 penalty shall be assessed if: 1) T-shirts are produced by Presenter or its agents using MCT logos or photos; 2) the MCT Tour Actor/Directors are prohibited from selling their T-shirts/CDs by Presenter. If Presenter has an in-house policy on commissions, the Tour Actor/Directors must be informed of that policy during their call on the Tuesday two weeks before the residency, so they may alter the prices accordingly. Commissions will not exceed 30% and will not apply if this notification is not given. MCT logos are copyrighted, and thus may not be reproduced on *any* items to be sold or distributed. Logos can be used for show program and advertising purposes only.

WORKSHOPS: Three classroom workshops are included in the week-long residency. A list of workshops is included in the online Presenter Information Materials. Workshops will be scheduled with the Tour Actor/Directors and may be performed only in accordance with the group size specifications detailed on the workshop list. The workshop schedule must be finalized and provided to the team by the end of the first day of the residency following rehearsals. If the schedule is not provided verbally or in writing by this deadline, workshops shall not be conducted during the week. All assemblies are equivalent to the cost of three workshops.

EXCHANGE OF SERVICES: Choosing to have only one performance does not change the fee, nor can a performance be traded for extra workshops.

PERFORMANCES: Two (2) public performances are included in the week-long residency. Each additional performance is \$300 U.S. A fee of \$300 U.S. will be assessed for a change of performance venues between shows. Recommended times for performances are 3:00 PM and 5:30 PM on the Saturday of the week. Should Presenter choose to schedule a Friday performance, the performance cannot be scheduled prior to 12 PM.

PIANO/GUITAR AND ACCOMPANIST: Presenter shall provide a piano or guitar and accompanist who can read music, as needed for rehearsals and performances. The music score is included in the online Presenter Information Materials. In the unfortunate situation that an accompanist is not secured by the dress rehearsal and the cast is required to do the show a cappella, a \$300 fee shall be assessed.

SPACES: Presenter shall provide a minimum of two (2) indoor rehearsal spaces within the same complex. The spaces shall be available throughout the week, with additional workspaces available as requested by MCT prior to the residency. Presenter shall also provide a performance space. The performance space can be a stage, auditorium, cafeteria or gym floor – any space large enough to accommodate the set and 50-60 cast members – keep in mind additional room for the audience. The actual “playing area” (the area in front of the set) must be at least 28’W 16’D 10’H and does not include the additional backstage space required for 50-60 cast members. For size, sound and safety reasons the use of portable stages and/or platforms are strongly discouraged. All performances must take place in the same venue. A fee of \$300 U.S. will be assessed for a change of performance venues between shows.

SET ASSEMBLY: The set will be assembled one time during a residency week. If the Presenter requires the set to be moved or disassembled prior to the culmination of performance(s) a fee of \$300 U.S. shall be assessed.

MCT FEDERAL ID#: 81-0332120

MCT's Handy Guide to Completing Your Contract

The **Audition Day** is typically Monday and includes two hours for the audition, a 15-minute break, followed by two hours of rehearsal for a small portion of the cast. In the event of a holiday or school closure, a Tuesday audition is acceptable. In this instance, performances **MUST** be scheduled on Saturday. The **Audition Time** is the first session of the first day. Set a realistic time for the students to get to the audition location. Those auditioning must be present for the entire two-hour audition. The ideal **Audition Location** is a large open space such as a gym or cafeteria. Those auditioning will be up and moving where the MCT Tour Actor/Directors can see them, normally in a single line, circle or "U" shape. Please keep in mind that everyone who auditions is not guaranteed a part in the show. As the Presenting Organization, you set the **Rehearsal Time** and **Locations (2 spaces)** within our guidelines. Two 2-hour rehearsal sessions should be scheduled each day, Monday through Thursday, with a 15-minute snack break scheduled between the sessions for those who will be staying for both sessions. On Friday, the dress rehearsal will take place the first three hours, followed by a 15-minute break, after which the older cast members will remain for one additional hour of rehearsal. On Monday, the first 2-hour session will be the audition and the second 2-hour session will be the first rehearsal. The entire time allotted for rehearsals each day should be 4 hours and 15-minutes.

The suggested **Performance Time(s)** are a 3:00PM matinee and a 5:30PM evening performance with the **Performance Day** being the Saturday of the week. However, the schedule can be adapted to fit the needs of each community. Common variations are two Saturday matinees, or a Friday evening show followed by a Saturday matinee. **The earliest a Friday performance can be scheduled is 12PM.** A "Tuesday Start" is also a common variation. When the week begins on Tuesday, it is necessary to have the shows on Saturday to give the students ample time to polish their performances. The **Performance Location** can be a stage, auditorium, cafeteria or gym floor – any space large enough to accommodate the set and 50-60 cast members – keeping in mind additional room for the audience. The actual "playing area" (the area in front of the set) must be at least 28'W 16'D 10'H and does not include the additional backstage space required for 50-60 cast members. This location needs to be available Thursday through performances (earlier if you have Friday shows). *Note: For size, sound and safety reasons, the use of portable stages and/or platforms is strongly discouraged.*

All MCT Tour shows are designed for school age children ranging from Kindergarten through 12th grade. This is the optimum range of grades for our productions. There are roles especially suited for all skill and experience levels. At a minimum, we must have those in Kindergarten grade through 5th grade represented. If you restrict the age level further, it will result in extensive adapting of the script and will decrease the number of students who can participate. As the Presenting Organization you can choose between an open audition or **Pre-registration**. Presenting Organization may pre-register up to 60 students onstage and 4 students backstage as Assistant Directors by following age and capacity guidelines provided by MCT within the Presenter Materials. All pre-registered children must attend the two-hour audition.

Presenting Organization may record the MCT production to sell. **The DVD licensing fee** applies to all sales of show DVDs - \$25US (flat fee) if DVD is created by the MCT Presenting Organization and \$50US (flat fee) if DVD is created by a professional organization. Three theatrically based enrichment workshops are included with your residency week. Each workshop is an age-appropriate, educational, interactive exploration of the performing arts through hands-on activities, conducted by our Tour Actor/Directors. We provide a selection of workshops that are specifically designed for school-age students to adults and are conducted for the participants of your choosing. The complete workshop descriptions are included in the Presenter Materials. **Additional Workshops**, beyond the three included, cost \$75 US each. Two public performances are included with your residency week. Each **Additional Performance** is \$300 US. Choosing to have only one performance does not change the fee, nor can a performance be traded for extra workshops.

The **Presenting Organization** is the party, individual, association or company actually coordinating for the services of MCT (i.e., Longfellow PTA, The Emelin Theatre, etc). The **Main Contact** is the individual linked to the Presenting Organization who typically oversees coordination and receives all pertinent correspondence. The **Team Contact** is the person who will be available the entire residency week to answer questions and assist the Team. The MCT Tour Actor/Directors will call the Team Contact on the Tuesday two weeks prior to the residency to confirm details of the week. The Main Contact and Team Contact can be, and often are, the same person. If you are unable to provide a **\$500 US deposit** at this time, please complete and sign the contract, include a note indicating when we can expect to receive the deposit, and return to MCT by the due date.

WHAT YOU WILL WANT TO KNOW

ANSWERS TO COMMONLY ASKED QUESTIONS

What about housing?

Providing housing for the two MCT Tour Actor/Directors is your responsibility as the Presenting Organization. Housing must be provided a total of seven (7) nights, Sunday to Sunday, regardless of schedule variations set by the Presenting Organization (i.e. Tuesday start, Friday shows). Housing shall be private (one person per room), clean, comfortable, and safe accommodations, for the two Tour Actor/Directors, either in a hotel/motel or private home(s). Married teams will require only one room with one appropriately sized bed. Obtaining complimentary rooms for the two Tour Actor/Directors is often a possibility if you ask a local motel or hotel well in advance. This enables you to keep your expenses low, and helps us keep our fees well below the level of most theatre residency programs.

You may also choose to house the team in a private home(s). For the Tour Actor/Directors, the host families often provide wonderful memories and may launch new friendships. This is a wonderful opportunity for cultural exchange and a "home away from home" experience for the team. The option of a homestay allows you to keep your costs down, but please take care to screen the hosts and accommodate any allergies your tour team may have. This is not only to ensure that the minimum requirements of clean, safe, and comfortable are being met, but to also ensure the health of the tour team. Providing a sofa bed in an open family room or asking the Tour Actor/Directors to share a room (unless married) is NOT acceptable. In addition, please confirm that the lodging is equipped with a telephone land-line or adequate cell phone coverage. This is imperative to ensure the comfort and safety of the team. Please understand that the Tour Actor/Directors, like anyone else, need their privacy. If you are planning to arrange housing for the team at two separate homes, please keep in mind that the team has only one vehicle.

If you have any questions about this, please contact our office before arranging housing for the team. Tour Actor/Directors are trained professionals who wish to do their best while in your community. Their comfort and health are important to the success of your residency week.

How do we arrange for an accompanist?

Providing an accompanist is a contractual obligation of the Presenting Organization and critical to the success of the residency week. While we still prefer piano accompaniment, we now provide guitar chords within the music scores. Please note that just like the pianist, the guitarist must be able to read music. The accompanist is needed beginning the second session on Wednesday through the end of the residency week, including performances. In the unfortunate situation that an accompanist is not secured by the dress rehearsal and the cast is required to do the show a cappella, a \$300 fee will be assessed. It is necessary for the Tour Actor/Directors to work with the same accompanist at rehearsals and performances. The music is not difficult, but specific cues will be set. Local music teachers may serve as a good resource when looking for an accompanist. Choosing someone who can read music and is comfortable with the task is very important. For this reason, students are not always the best choice. The accompanist should arrive before or after the audition session to meet the Tour Actor/Directors and pick up the score. A time will be scheduled for the Tour Actor/Directors and accompanist to briefly run through the music before their first rehearsal with the cast.

Where do we find the complimentary music score?

A Music Score is available for advance preparation in the Presenter Materials, which is available online at least 90 days prior to the residency week. Please ask your accompanist to meet with the Tour Actor/Directors before or after auditions on the first day of your residency to talk through the schedule and specific cues.

What needs will the Tour Actor/Directors have?

Once they have access to the facility and the students have shown up for the audition, the Tour Actor/Directors are fairly self-sufficient. The best thing you can do from then on is simply BE AVAILABLE. If this is not possible, designate one contact person who will check in with them daily and lock the spaces after rehearsals. Unexpected situations often arise. For example, rooms may be locked or a ladder may be required. The team is not authorized to acquire keys to any facility used during the week.

When will the Tour Actor/Directors arrive?

Usually the two MCT Tour Actor/Directors will arrive the night before your residency begins. If they have an exceptionally long drive from their previous residency site and if their schedule in your community allows, they may arrive in the morning before the audition. When the Tour Actor/Directors call on the Tuesday two weeks preceding your residency, establish a time and place for your first meeting with them. You will also want to cover all the important details listed on the Presenter Checklist during the advance phone conversation. During your first meeting, allow an hour to walk through the audition, rehearsal, and performance spaces.

AUDITION

How many students will be cast?

Approximately 50-60 students will be cast in the show. There is no guarantee that everyone who auditions will be cast.

Where should the audition take place?

The ideal audition location is a large open room such as a gym or cafeteria. All those who audition will be up and moving where the MCT Tour Actor/Directors can see them, normally in a single line, circle or "U" shape. An auditorium can be used, but often does not provide enough open space.

What ages should audition?

All MCT Tour shows are designed for students entering 1st grade through 12th grade. This is the optimum age range for our productions. There are roles especially suited for all ages, skill levels and experience levels. At a minimum, we must have students entering 1st grade through 5th grade. If you restrict the age level further, it will result in extensive adapting of the script and will decrease the cast size.

Should the students prepare anything for the audition?

No advance preparation is necessary, but a SMILE ☺ never hurts at an audition. They should be ready to come and have a good time! Please remember that everyone must stay the entire two hours of the audition.

What time should the audition begin?

Remember that the normal schedule is two 2-hour sessions per day. The audition will be scheduled as the first session of the first day. Set a realistic time for the students to get to the audition location. Everyone is required to be present for the entire 2-hour audition. Due to time constraints, anyone missing the initial audition will not be considered in the casting of the show.

Who are the Assistant Directors?

During the audition, one to four Assistant Directors (ADs) ages ten and older, are selected to help teach and direct the show early in the week and take on technical responsibilities at performance time. Their logistical help and creative ideas are a vital part of our process and the experience of the ADs can be just as valuable as that of any cast member. They are normally older students, and they must take part in the audition session. It is a common misconception that junior high and high school students can only be involved in an AD capacity. Please note that there are roles in the show designed for older students as well.

REHEARSALS

Where do rehearsals take place?

Throughout the entire residency week, two rehearsal spaces are required. The first space must be a large room, preferably the performance space. The second space should be at least the size of a large, uncluttered classroom, where twenty students can move about freely. The same two spaces should be used the entire week. We recommend that you reserve these two spaces early to avoid conflicts with other events.

What is the best rehearsal schedule?

As the Presenting Organization, you set the rehearsal schedule within our guidelines. Two 2-hour rehearsal sessions should be scheduled each day, Monday through Thursday, with a 15-minute snack break scheduled between the sessions for those who will be staying for both sessions. On Monday, the first 2-hour session will be the audition and the second 2-hour session will be the first rehearsal. The entire time allotted for rehearsals should be 4 hours and 15-minutes. We recommend a rehearsal schedule of 3:00PM to 7:15PM during the school year. Specifically, the first session would run from 3:00PM to 5:00PM, followed by a 15-minute snack break until 5:15PM. The second session would run from 5:15PM to 7:15PM. On Friday, the dress rehearsal will take place the first three hours, followed by a 15-minute break, after which the older cast members will stay for an additional 1-hour rehearsal session. We encourage you to follow the same schedule every day throughout the week.

Not all of the students are required at every rehearsal. The MCT Tour Actor/Directors will have a complete schedule to distribute after the audition. This schedule will need to be duplicated on the audition day. Approximately 60 copies of the letter are required.

Please Note: In the case of a Tuesday start or a Friday show, extra rehearsal time may be added to the rehearsal sessions - *specific times may vary.*

Can parents and teachers watch rehearsals?

All our rehearsals are open to parents and teachers. Be aware, however, that it may be fun for the students to surprise their parents at the end of the week by showing what they have accomplished! Please understand that we cannot allow guests to disrupt the rehearsals. Productive rehearsals depend on the focused work of the cast members involved.

PERFORMANCES

Where should the performances take place?

The performance space can be a stage, auditorium, cafeteria or gym floor – any space large enough to accommodate the set and 50-60 cast members – keeping in mind additional room for the audience. The actual “playing area” (the area in front of the set) must be at least 28’W 16’D 10’H and does not include the additional backstage space required for 50-60 cast members.

Note: For size, sound and safety reasons, the use of portable stages and/or platforms is strongly discouraged.

When should the performance space be available?

It is important that the Tour Actor/Directors have an opportunity to assemble the set prior to performance day and preferable to have at least one full day of rehearsal in the actual performance space. If possible, we recommend the performance space be available for set assembly and rehearsals beginning on Thursday through performance day (earlier if you are having Friday shows).

When should the performances take place?

The suggested performance times are a 3:00PM matinee and a 5:30PM evening performance on the Saturday of the week. However, the schedule can be adapted to fit the needs of each community. Common variations are two Saturday matinees, or a Friday evening show followed by a Saturday matinee. **The earliest a Friday performance can be scheduled is 12PM.** A “Tuesday Start” is also a common variation. When the week begins on Tuesday, it is necessary to have the shows on Saturday to give the students ample time to polish their performances. Choosing to have only one performance does not change the fee, nor can a performance be traded for extra workshops.

How much should we charge for tickets?

You may set your ticket prices at whatever level you wish. The ticket price should depend on your community and what other kinds of events your audience attends. We strongly encourage you to evaluate your costs before setting the price. Do not underestimate the value of this project for your community or think that you need to “give it away.” Remember that your students have worked hard and are very proud of their show. In Missoula, we charge \$10 for adults, \$7 for seniors and \$5 for children. We encourage you to seek all possible funding sources to support your residency: banks, law firms, grocery stores, the local mall, fast-food restaurants, businesses that cater to students and families. A Rotary, Lions or Kiwanis club may be willing to be a partner with you in this project. It can prove to be an excellent way to involve the business community in your children’s lives. If you choose to offer the performances free of charge, consider collecting donations for a local charity or non-profit group, such as a food bank.

WORKSHOPS

What are they?

Three theatrically based enrichment workshops are included with your residency week. Each workshop is a 45 minute, age-appropriate, educational, interactive exploration of the performing arts through hands-on activities, coached by our professional Tour Actor/Directors. We provide a selection of workshops that are specifically designed for school-age students to adults and will be conducted for the participants that you choose.

How do we schedule them?

The workshops are scheduled at your discretion within our guidelines. Please determine your workshop schedule prior to the residency week, and share your schedule with the team, who will be making an advance phone call to the “Team Contact” the Tuesday two weeks prior to your residency week. The Tour Actor/Directors will be planning other production-oriented activities around this schedule. The workshop schedule must be finalized and provided to the team by the end of the first day of the residency following rehearsals. If the schedule is not provided verbally or in writing by this deadline, workshops shall not be conducted during the week.

POST-RESIDENCY

How do we book for next year?

The MCT Tour Project is divided into three parts: The Summer Tour (June-August), The Fall Tour (September- December) and The Winter/Spring Tour (January-May). We begin the booking process for each tour approximately a year in advance. All Presenters who are currently on our mailing list will receive a booking form- Request for Residency Form- via email in July for the following Summer and November for the following School Year. Routing the Tour is a very complex process. Requests are filled on a first-come, first-served basis. Waiting lists are common for many areas of the country. The prompt return of your Request for Residency Form and your flexibility in scheduling are greatly appreciated!