

PRE-RESIDENCY TIMELINE

6 Months Prior

- o Confirm “Team Contact” is the same individual noted on the contract. If not, update MCT with contact information - this individual coordinates the specifics of the week and must be available every day during the residency week.
- o Schedule audition space, **two rehearsal spaces** (preferably the performance space and one classroom-sized space) Monday through Friday of residency week-4 hours and 15 minutes each day. The performance space and two dressing rooms need to be available Friday and Saturday, at a minimum.

3 Months Prior

- o Secure an accompanist and piano/full keyboard beginning 2nd session Wednesday and throughout subsequent rehearsals and performances.
- o Begin to schedule workshops. Send workshop letter, guidelines, and workshop list to interested parties.

2 Months Prior

- o Secure housing a total of seven (7) nights for the two MCT Tour Actor/Directors, Sunday to Sunday, in *private* (one person per room), *clean, comfortable and safe accommodations either in a hotel/motel or private home(s)*. Providing meals is optional.
- o Provide homestay family (if applicable) with MCT team biographies including allergies and food restrictions.
- o Forward the MUSIC SCORE to accompanist.
- o Prepare press releases.
- o Promote the residency as an “upcoming event” in school, on social media, in PTA newsletters, and newspapers.
- Complete PRESENTER CHECKLIST.

2 Weeks Prior

- o MCT Team will call “Team Contact” (Tuesday) to go over PRESENTER CHECKLIST, including meeting place, workshop schedule, housing, conflicts, etc.
- o Prepare and post audition flyers (including date, time and location).
- o Post audition information on social media and submit audition press release to newspaper, radio and/or television.
- o Prepare schedule for all workshops.
- Confirm audition, rehearsal, and performance spaces are still reserved.

1 Week Prior

- o Post audition notice reminder on social media and disperse printed copies to interested parties.
- o Call accompanist to confirm schedule (Wednesday through performances).
- o Prepare and post performance information on social media and on printed flyers (including dates, time, and location).
- o Continue running press releases through day of performances.
- o MCT Team will call “Team Contact” Tuesday to confirm any last-minute details on PRESENTER CHECKLIST, including meeting place, workshop schedule, housing, conflicts, etc.