

PRESENTER CHECKLIST

Your tour team will call you on the Tuesday two weeks prior to your residency week to go over the logistics of the week. They will call again on the following Tuesday, one week before your residency and additional information can be relayed at that time. Descriptions for each topic can be found on the following pages.

FIRST MEETING TIME AND PLACE: _____

ACCESS TO COMPUTER & COPIER: _____

AUDITION TIME AND PLACE: _____

PRE-REGISTRATION: Yes No

REHEARSAL SPACES (2): _____ And _____

WHO WILL LOCK & UNLOCK THESE SPACES: _____

REHEARSAL TIMES: _____ And _____

EATING SPACE: _____

CONFLICTS: _____

PERFORMANCE DATE/TIMES: _____ And _____

PERFORMANCE SPACE: _____

DOES YOUR STAGE HAVE LIGHTING: Yes No

PIANO OR FULL KEYBOARD: _____

PIANO PLAYER NAME/PHONE #: _____

DRESSING ROOMS: _____

HOLDING ROOM: _____

WHO WILL LOCK & UNLOCK THIS SPACE: _____

WORKSHOP TIMES & SELECTIONS (3 included): _____

IN-HOUSE MERCHANDISE POLICY: _____

HOUSING: _____

HOUSING ADDRESS: _____

PRESENTER CHECKLIST

DESCRIPTIONS

FIRST MEETING TIME AND PLACE

Where and when you will meet the team on audition day to show them the spaces they will be using. Typically you will do a walkthrough at this time.

ACCESS TO COMPUTER & COPIER

The team will need to print a cast letter for approximately 60 copies of the week's schedule for those who are cast. They will email the parent letter to you in advance. This letter will include their rehearsal schedule and important information regarding the week.

AUDITION TIME AND PLACE

A large room is needed. A gym is ideal. Auditions last two hours and all potential cast members must stay for the entire two-hour audition.

PRE-REGISTRATION

If you are planning on pre-registering your cast, please use our pre-registration guidelines located in the AUDITION section.

REHEARSAL SPACES/ WHO WILL LOCK & UNLOCK THESE SPACES

BOTH SPACES ARE NEEDED THE ENTIRE WEEK. The first space needs to be a large room. Ideally this space would be the performance space. The second space should be at least the size of a large, uncluttered classroom where twenty students can move freely. The Tour Team **CANNOT BE RESPONSIBLE FOR LOCKING AND UNLOCKING THESE SPACES.**

REHEARSAL TIMES

Two 2-hour sessions per day with a 15-minute snack break between the two sessions. The team will use this information to create the schedule included in the parent letter.

EATING SPACE

The location where the cast will eat their snack, with access to trash cans and bathrooms.

CONFLICTS

Please indicate if there is a need to alter the rehearsal times or move to a different location during the week.

PERFORMANCE DATE & TIMES

All MCT shows are approximately 60-70 minutes with no intermission. **The earliest a Friday performance can be scheduled is 12:00PM.**

PERFORMANCE SPACE

The name of the space (e.g. school gym, high school auditorium, main street theatre). Please let your team know if this space is a different location than one of your rehearsal spaces. At a minimum the performance space needs to be 28 feet wide, 16 feet deep and 10 feet from floor to ceiling. A rough estimate is all the team needs. For size, sound and safety reasons the use of portable stages and/or platforms is strongly discouraged.

PERFORMANCE SPACE LIGHTING

The team travels with a basic lighting system. If your facility has stage lighting and you plan to use it, please inform your team.

ACCOMPANIST NAME/PHONE #

The accompanist should arrive before or after the audition session to meet the team and pick up the performance score.

DRESSING ROOMS

Ideally, these rooms should be close to the performance space.

HOLDING SPACE

A space that can comfortably hold the entire cast, away from the audience just prior to going backstage before performance - e.g. choir room, hallway behind stage, community room

WORKSHOPS

Please provide the dates, times, and locations of your chosen workshops no later than the Monday of your week. We ask that you schedule them according to the WORKSHOP GUIDELINES within the WORKSHOPS section.

MERCHANDISE POLICY

Your team may have show T-shirts for sale during the week. If your organization has an in-house policy on commission or limitations on when they can sell these items, please inform them in advance of the week.

HOUSING

If your team is staying in a private home, please provide a telephone number and address so they can make arrangements for their arrival. If the team is staying at a hotel/motel/AirBnB please provide the reservation information and address.