

MCA Event Information Sheet

Today's Date: _____

Teacher Name:

School:

Event:

Event Title on Program:

Preferred dates (please have 3 flexible dates)

1st Choice Date(s) of Event:

2nd Choice Date(s) of Event:

3rd Choice Date (s) of Event:

Number of Days Needed in the Building:

Reservation information

This information is necessary before you may reserve your event date.

Point of contact: You may have up to two (2) points of contact. We will only take event changes from these points of contact to prevent future confusion.

1. _____

2. _____

Production meeting information

Theodore Guillot (Teddy) will reach out to the point(s) of contact two (2) months before your event to schedule an in-person production meeting approximately one (1) month before your event at The Madison CFA.

***If you have multiple events in the year, we will have an in-person production meeting at The Madison CFA for your first show and then if all goes well, we will omit future in-person production meetings within the year.*

This information will be asked for at the meeting along with other clarifying information.

1. Updated Event Title
2. Schedule for rehearsal days and performance times. (times, not class periods)
3. Stage layouts for show/Tech needs
4. If ticketed, Ticketing information (Ticketing Form)
 1. Price/on sale dates/General admission or assigned seating
5. Rough Scripts/run of show/program

Deadlines

These deadlines are imperative for The Madison staff to assist you with your event. Failure to abide by these deadlines may result in missing components for your event.

Reservation information - 2 years - 2 months in advance
Ticketing and Production Form - 9 Weeks before event (14 days to fill out)
Ticket and Production Form expiration - 7 weeks before event
Production Meeting information - 1 Month before event
Final Scripts/Run of Show/Program - 1 week before event

If you have any questions regarding the process for MCA events, please feel free to contact Theodore Guillot (tguillot@madisoned.org). Please use the date and title of the event as the subject line to keep information organized.

MCA Staff Signature: _____

Date: _____

Teacher Signature: _____

Date: _____