

## Application to host MACT\*Fest

Please mail this information to MACT 245 Cedar Ave Minneapolis, MN 55454  
or e-mail to AdmAsstMACT@gmail.com

Return completed application by March 1 of the even numbered year prior to the festival you want to host.

We are interested in hosting the MACT State Play Festival, MACT\*Fest, in \_\_\_\_\_(year).

1. Theatre Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Web \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Parent Organization (if any) \_\_\_\_\_
2. Current Member of MACT: \_\_\_ Yes \_\_\_ No \_\_\_ Plan to join (membership is for a calendar year)
3. Contact Person \_\_\_\_\_  
Address (if different from above) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_  
Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
E-mail \_\_\_\_\_
4. Name/Address of proposed performing space: \_\_\_\_\_  
\_\_\_\_\_
5. Name of organization controlling scheduling of space: \_\_\_\_\_
6. House Size: Reg. Seating \_\_\_\_\_ Addl. Seating \_\_\_\_\_ Standing Room \_\_\_\_\_ Total \_\_\_\_\_
7. What dates (Wednesday through Sunday) do you propose for the Festival? \_\_\_\_\_
8. Can you accommodate a Festival of up to 5 days and 12 performances? (rehearsals starting possibly Wed., most shows Fri.-Sat., Sun. awards brunch) \_\_\_\_\_
9. How many volunteers/staff could you commit before & during the Festival? \_\_\_\_\_
10. How have performing groups or individuals associated with your theatre participated in previous festivals? \_\_\_\_\_  
\_\_\_\_\_
11. What kind of stage do you propose? Proscenium \_\_\_\_\_ Arena \_\_\_\_\_ Thrust \_\_\_\_\_ Other \_\_\_\_\_ (Please enclose a dimensioned sketch of stage, including height & fly facility.)
12. Does the lighting equipment meet AACTFest minimum standards described below? Yes/No \_\_\_\_\_  
(If not, describe what you have available.) \_\_\_\_\_  
(A) Individually controlled cool & warm wash areas of 8 to 10 feet in dimension that cover the stage area. (B) Two follow spots. (C) In addition to the circuits and dimmers used in "A," 6 additional dimmers and circuits for specials.
13. Describe your sound system equipment (CD, reel-to-reel, cassette, microphones, speakers, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
14. Do the areas that would be used by the casts, crews and audiences meet Americans with Disabilities Act accessibility

standards? Yes/No \_\_\_\_\_ (If not, or if you're not sure, attach description of limitations.)

Are the following areas wheelchair-accessible? Auditorium \_\_\_\_\_ Lobby \_\_\_\_\_ Stage \_\_\_\_\_ Backstage \_\_\_\_\_  
Dressing rooms \_\_\_\_\_ Light booth \_\_\_\_\_

15. How many theatre groups' sets can be concurrently stored in approximate 10' x 10' areas in your backstage or wing space while still providing adequate performing space and permitting each theatre to set up the stage from its area or an on-deck area in 10 minutes? (A minimum of three areas is required.)

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16. Depending on the number of companies, the Festival may present shows Thursday, Friday & Saturday afternoons and evenings. Rehearsals may be held Wednesday evening, Thursday all day, Friday and Saturday mornings. How many sets could you conceivably accommodate, and where, so theatres needn't store them back into trucks after rehearsing?

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17. Attach description of facilities for the following functions (and their proximity to the theatre):  
A. Hotels/Motels (60 to 100+ rooms needed; include proposed single/double/triple/quad rates).  
B. Banquet rooms (150 to 250 in attendance, rental price if any).  
C. Space for several concurrent workshops on Friday and Saturday (and rental price if any).  
D. Restaurants in the community or vicinity.

18. Is the lobby or other public space in the theatre of sufficient size to allow most of a full-house audience to comfortably take a break between shows (in cold weather)? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is there a convenient, secured area that can be used for a Silent Auction? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, attach description of proposed alternatives.

19. Attach detail of estimated costs (if any) for the following:  
A. Performing space, in use for three to five days from 6 a.m. to 11 p.m. or midnight.  
B. Technical Director / Stage Manager and technicians.  
C. Other paid positions that you would require the Festival to pay for or reimburse.  
D. Any other costs to be paid by MACT relating to your organization or facility.

20. Attach a description of, prospects for, or commitments to local funding support for the Festival.

21. Which MACT Board members are familiar with your space? \_\_\_\_\_

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(If none, we suggest setting up a tour time. Let us know of any upcoming theatre events to see.)

22. If you have any additional information that you wish MACT to consider in reviewing your application, you may provide it on a separate sheet of paper.

23. If you are selected to be the Festival Host, you agree to provide the following position during the festival:

(A) \*Technical Director (\* Must be present for All Rehearsals in addition to all Shows.)

(B) \*Stage Manager (optional - volunteer)

(C) House Manager (optional - volunteer)

(D) \* Light Board & Sound Operator(s) (only if we are not allowed to run the boards)

(E) Ushers for Each Audience Door (volunteers)

**Submitted by: (Signature and Date)** \_\_\_\_\_

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**ATTACHMENTS** - if necessary or available:

- \_\_\_ photo/drawing/brochure of facility (#11)
- \_\_\_ Sketch of stage, including height & fly facility (#12)
- \_\_\_ Description for lighting equipment you expect to have available (if less than AACT minimum) (#14)
- \_\_\_ Description of accessibility limitations, if any (#17)
- \_\_\_ Summary of hotels/motels, banquet rooms, workshop spaces, restaurants, with cost estimates (#18)
- \_\_\_ Description of alternative to full lobby, if needed (#19)
- \_\_\_ Estimated costs for performing space, staff positions (#20)
- \_\_\_ Description of funding prospects (#21)
- \_\_\_ List of upcoming events at the theatre (for possible site visits) (#21)

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**Questions/Notice of Interest:**

**MACT President:** Darren Beecher, Minnetonka, [AdmAsstMACT@gmail.com](mailto:AdmAsstMACT@gmail.com), 612-387-0053

**MACT Webmaster:** Larry Pint, New Prague, [WebmasterMACT@gmail.com](mailto:WebmasterMACT@gmail.com), 612-598-4782