

Minnesota Association of Community Theatres

We ARE Minnesota's Community Theatres



The Minnesota Association of Community Theatres is looking for a host theatre to help us with our over half-century of presenting play festivals that represent the best of Minnesota community theatres! We are talking about **MACT*Fest**, our biennial statewide play festival. It's a chance to showcase your community and facility to theatre lovers from all over Minnesota and beyond — and to expose your local theatre audience to an excellent variety of theatre over a weekend in February or March of odd numbered years.

This is what we're looking for:

- * a theatre where we can schedule rehearsals and performances (each up to one hour long) for up to 12 companies;
- * good backstage storage space (for at least three 10'x10' areas for sets);
- * a strong volunteer force to help with ushering, giving directions, help explaining your light/sound board, and assistance in generating local interest by media and audience;
- * one or two local people to join our Festival Committee to help advise on hotels, workshop spaces, receptions, use of the theatre for three days, etc....

The purposes of MACT*Fest are to:

- SHOWCASE the excellence of community theatre in Minnesota,
- LEARN from seeing or participating in plays, workshops, adjudications and networking, and
- SELECT productions to represent Minnesota at a seven-state regional festival and possibly the national AACTFest.

MACT*Fest is a wonderful opportunity for casts, crews and audiences to enhance their appreciation of Theatre, learn new techniques, experience plays that might work at home, and enjoy getting to know different communities and theatres in Minnesota – like yours!

Since our first festival in 1973 (from which Theatre in the Round went on to perform “The Unknown Soldier” in Monaco before Princess Grace!), MACT has presented state festivals in 16 communities in Greater Minnesota and six metropolitan theaters. Venues have included community, college and high school theatres, community centers and auditoriums. We try to access Regional Arts Council grants to keep festivals accessible and affordable. Recent festivals have ranged from four to 12 plays (plus workshops, awards and social events).

Please look at the enclosed details (also at <https://mn-act.net>) and feel free to contact MACT with questions or to arrange a site visit. If you decide you'd like to offer to host MACT*Fest 2025, please submit the form by March 1 of the even numbered year prior to the festival you'd like to host. THANK YOU!

MACT, 245 Cedar Ave., Minneapolis, MN 55454

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What's involved with hosting a MACT Festival?

Host Group Responsibilities:

- Host Theatre Festival Chair(s) — Work with Festival Chair(s) and Festival Committee to arrange local details for the Festival; involve local community members.
- Host Auditorium — Seat 200+ people; have good lighting & sound equipment, dressing rooms, space backstage for at least three storage areas of 10'x10', a room for adjudicators, space for a silent auction; and be wheelchair-accessible. Rental cost of the facility is an important consideration. (Facilities can be rented, provided gratis or bartered for free or reduced-price tickets for students, seniors, etc.)
- Host Hotel — Suggest local motel/hotel(s) to accommodate 100-150 people for 3-4 nights.
- Other Spaces — Assist with finding rooms for a possible opening reception, workshops, a silent auction, a Saturday night after-glow social, and Sunday awards brunch. Potentially host any of the social events and/or offer tours of local highlights.
- Volunteers — Greet participating companies and attendees, manage the house, usher, sell refreshments if you wish, advise on local publicity, etc.
- Tech director and stage manager — Work with MACT's tech committee to set a general light plot, coordinate rehearsal & performance schedules, oversee load-in and load-out, observe AACT rules, and participate in Tech meetings.
- Local Chamber — Provide information packets with restaurant info, local maps & brochures.
- Meetings — Host at least one MACT and/or Festival Committee meeting before the Festival, and one general tech meeting for participating companies to tour the facility. A Host Committee representative should attend and report at other pre-Festival MACT*Fest Committee meetings and possibly MACT board meetings (usually virtual by Zoom).
- Follow-up — Host theatre provides a Festival Summary with appropriate committee notes, newspaper clippings, suggestions, timelines, etc. to be used to help plan future Festivals.

MACT Responsibilities:

- MACT Board has overall responsibility for assuring the quality of the Festival, providing a fair opportunity to all participating companies, obtaining adjudicators and workshop presenters, communicating with participating theatres, promoting the event statewide, and handling AACT details for theatres that advance to region/national levels.
- Festival Committee includes Festival Chair(s) (appointed by the MACT Board), Host Theatre Festival Chair(s), MACT Executive Board, and chairs of Festival subcommittees, which may include: Budget, Technical/House, Adjudicators, Workshops, Hospitality, Program/Publicity, Registration, Scheduling, Concessions, Accessibility, Silent Auction, etc.

Mutual Responsibilities:

- Budget/Funding — The Festival Committee prepares a budget to project costs, attendance and income. Host Theatre and/or MACT seek funding from the Regional Arts Council or other sources to help keep the Festival affordable for all yet not lose money. Depending on the region's rules, MACT or a host organization may be the official grant applicant.
- Scheduling — The Festival will be limited to a maximum of 12 productions. Each entering company is allowed one 80-minute technical rehearsal with additional time allocated for changeover to the next theatre's rehearsal. For the public performance each theatre is given

up to 10 minutes to set up, 60 minutes to perform and 10 minutes to strike. Comments from two or three adjudicators follow each show. The arrangements for rehearsals, performance sessions, meals and other events are flexible and agreed upon by the Host Theatre and Festival Committee. In a typical festival, rehearsals start Wednesday afternoon or Thursday morning; workshops are mornings; shows start Friday afternoon and end Saturday night.

- Accessibility — Make sure all events are physically and programmatically accessible to all.
- Tickets — MACT usually handles the on-site box office for at-the-door individual tickets to play sessions, workshops and parties. MACT also typically handles advance sales and provides name tags for buyers of Package admission to all Festival events.
- Publicity — MACT provides the bulk of statewide publicity, and the local committee usually covers local publicity. MACT prints the Festival Playbill.
- Advertising — The Festival and Host Committees may generate revenue by selling ads in the Festival program, booths, sponsorships, etc. to local, statewide or participant advertisers.
- Concessions — The Host Committee may operate a concession stand and keeps revenue from refreshments and local gift sales. Revenue from Festival specific items such as T-shirts, mugs, buttons, auction, etc. goes into the general Festival budget.

MACT is open to virtually any variation from the above typical practices.

The Process of Selecting a MACT Festival Host Theatre:

Organizations that wish to apply to host MACT*Fest should submit an application by March 1 of the even numbered year proceeding the festival you'd like to host. (If you cannot make this deadline, contact us.) Should your facility be selected, the financial amounts indicated in your application will be the basis of the agreement with MACT. The MACT Festival Committee will examine all applications, make site visits, and make a recommendation to the MACT board in time for (A) theatres to begin planning their season with Festival dates in mind, and (B) the host to reserve the necessary spaces at the theatre and hotel/banquet facilities.

MACT follows general AACTFest guidelines from the American Association of Community Theatre (AACT.org), but many options exist in order to make the entire experience exceptional for everyone – onstage, backstage, behind the scenes and in the audience.

Contact MACT for:

- Past Festival sample budget and statistics
- Sample schedules and participants from the past two Festivals
- Summary of AACTFest rules (each Festival chair gets a handbook)

PAST MACT*Fest HOSTS: (*hosted more than once)

Metro: St. Louis Park, White Bear Lake, St. Paul, Hopkins, Minneapolis, Brooklyn Park

Greater MN: Albert Lea*, Austin, Brainerd, Crookston, Dassel/Cokato, Duluth*, Elk River, Faribault, Fergus Falls, Glenwood, Hibbing, Marshall, Pipestone, Red Wing, St. Cloud, Willmar*

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