MCA Event information sheet

Please use this sheet as a rough outline to organize your event information and to keep deadlines in check to insure your event goes smoothly.
Every event is different and will have different needs, please use this document as a guideline.

Reservation information

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

1. Event Title
2. Preferred dates (please have 3 flexible dates in mind)
3. Point of contact
   a. You may have up to 2 points of contact.
   b. We will only take event changes from these points of contact to prevent future confusion.

Production meeting information

Theodore Guillot (Teddy) will reach out to the point(s) of contact 2 months before your event to schedule an in-person production meeting approximately 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)
   a. Price/on sale dates/General admission or assigned seating
5. Rough Scripts/run of show/program

Deadlines

These deadlines are imperative for 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 Months before event
Production Meeting information - 1 Month before event
Ticketing information - 1 week before tickets go on sale
Final Scripts/Run of Show/Program - 2 days 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.