PRE-RESIDENCY TIMELINE

6 Months Prior
☐ Confirm “Team Contact” is the same individual noted on the contract. If not, update MCT with contact information – this individual coordinates specifics of the week and must be available every day during the residency week.
☐ Schedule audition space, two rehearsal spaces (preferably the performance space and one classroom-sized space) Monday through Friday of residency week—4 hours and 15 minutes each day. The performance space and two dressing rooms need to be available Friday and Saturday, at a minimum.

3 Months Prior
☐ Secure an accompanist (piano or guitar) beginning 2nd session Wednesday and throughout subsequent rehearsals and performances.
☐ Begin to schedule workshops. Send workshop letter, guidelines, and workshop list to interested parties.

2 Months Prior
☐ Secure housing a total of seven (7) nights for the two MCT Tour Actor/Directors, Sunday to Sunday, in private (one person per room), clean, comfortable and safe accommodations either in a hotel/motel or private home(s). Providing meals is optional.
☐ Provide homestay family (if applicable) with MCT team biographies including allergies and food restrictions.
☐ Forward the MUSIC SCORE to accompanist.
☐ Prepare press releases.
☐ Promote the residency as an “upcoming event” in school, on social media, in PTA newsletters, and newspapers.

2 Weeks Prior
☐ Complete PRESENTER CHECKLIST.
☐ MCT Team will call “Team Contact” (Tuesday) to go over PRESENTER CHECKLIST, including meeting place, workshop schedule, housing, conflicts, etc.
☐ Prepare and post audition flyers (including date, time and location).
☐ Post audition information on social media and submit audition press release to newspaper, radio and/or television.
☐ Prepare schedule for all workshops.
☐ Confirm audition, rehearsal, and performance spaces are still reserved.

1 Week Prior
☐ Post audition notice reminder on social media and disperse printed copies to interested parties.
☐ Call accompanist to confirm schedule (Wednesday through performances).
☐ Prepare and post performance information on social media and on printed flyers (including dates, time, and location).
☐ Continue running press releases through day of performances.
☐ MCT Team will call “Team Contact” Tuesday to confirm any last-minute details on PRESENTER CHECKLIST, including meeting place, workshop schedule, housing, conflicts, etc.