



Dear Coaches:

The Michigan Interscholastic Forensic Association cordially invites you and your troupe to the 2016-17 State Theatre Festival to be held at the Charlotte Performing Arts Center on the campus of Charlotte High School on Friday, February 17 and Saturday, February 18, 2017. This year, 14 shows will qualify in both Main Stage and Studio Production events. MIFA is thrilled to host 28 incredible performances - more shows than ever before!

Further details below. Let me know if you have questions.

We look forward to seeing you there!

Sincerely,

A handwritten signature in black ink that reads "Jon Becker". The signature is written in a cursive, flowing style.

Jon Becker  
Executive Director MIFA

**Contacts:**

Tournament Director

Jon Becker, Executive Director MIFA  
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Theatre Committee

Lori Duncan, Chair  
989.892.3230  
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Hospitality & Meals

Courtney Bassett, Membership Coordinator MIFA  
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Billing, Hotels & Swag

Becca Weissman, MIFA Business Manager  
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Tabulation

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Site Host

Jeff Hayes, Director Charlotte Performing Arts Center  
Director CPAC  
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Site Tech

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## **GENERAL INFORMATION**

**Location:** All events will take place at the Charlotte Performing Arts Center (CPAC) on the campus of Charlotte High School, 378 State St., Charlotte MI 48813. [Link to Map](#)

**Registration & Entry Fees:** Friday Feb 17 from 8AM - 9AM at the CPAC box office. Entry Fees are \$200 per show/event entered.

**Parking:** There is a large parking lot behind the school (northwest side) where buses and set transportation vehicles which need to load in/out of the scene shop should park. General public should park in the parking lot in front of the Performing Arts Center (on the southeast side of the school).

**Festival Order:** The schedule will be posted to the website [HERE](#). Directors may negotiate swaps with other directors in the same event up to 48 hours before the festival. Directors should **email swaps** to [director@themifa.org](mailto:director@themifa.org) **before the swap deadline (9am W 2/15/17) and cc all involved parties.**

**Homeroms:** Each school will be given a homeroom in accordance with cast/crew size of your show(s) as declared at Regionals. Please treat them with respect and leave them cleaner than you found them.

**Food:** There will be pre-ordered meals and a la carte concessions available at the event.

Meals - Performing Arts Boosters will provide meals in the cafeteria for both days. We certainly hope that you will use this on-site service which is crucial to offsetting the expense of hosting the festival. **HOWEVER, you MUST PRE-ORDER by Feb 15** using the FORM on the website.

Concessions - Charlotte Music Boosters and Sports Boosters will have food available in the dome lobby for cash purchase. Expect typical fare - hot dogs, chips, candy bar, beverages etc.

**Admissions & Seating:** Each school will receive wristbands for cast/crew in accordance with cast/crew size of your show(s) as declared at Regionals. Additional festival passes are available for purchase online at [themifa.org](http://themifa.org) or on site at the CPAC box office for **\$10/adult, \$5 for students/seniors, good for ALL DAY FRIDAY & SATURDAY.**

Main Stage Seatings - All shows are general admission. There are 500+ seats on the main floor and 250+ in the balcony. Please find a seat well before the times listed on the schedule/program as those are performance start times. **Doors will close 5 minutes prior to performance times.**

Studio Production Seatings - There are **~150 SEATS** in the Media Center which will be used for Studio shows. Directors of **Studio Productions** will receive 50 tickets to their show at registration to allocate as they see fit. The remaining seats will be available at the beginning of the shows spike time. They will be allocated one per person to those in line. **Doors will close 5 minutes prior to performance times.**

**Lodging:** The MIFA recommends has negotiated rates with a number of Lansing area hotels **as a benefit to our members.** The list can be found on [themifa.org](http://themifa.org) website. If you have questions, contact Becca Weissman, MIFA Business Manager ([billing@themifa.org](mailto:billing@themifa.org)) to assist with your tournament lodging needs.

**Restaurants:** Many local restaurants have special discounts and longer hours for festival goers. List on website.

**T-shirts:** MIFA State Theatre Festival shirts and other gear will be available for students to purchase on site. Pre-orders are welcome and receive a 10% discount. The pre-order form is on the website.

## MIFA State Theatre Festival

**Rules:** The Tab Room/Tournament Administration will enforce MIFA rules. ([Speech Activities Rules HERE](#))

Please remember to bring the following materials:

1. [Judge Information Form](#) – four (4) completed copies (listing all the student contributions in the show)
2. Judge Programs – optional and completely voluntary – but please remember that anything given to the judges needs to be given to the entire festival as well.
3. “Open Flame” permission – if you are using anything in your show that requires any type of open flame, or you are using anything that might be of a sensitive nature (who doesn’t), please submit your info in writing so we can have a copy of it on file in case anyone questions anything.
4. Special Pre-Show announcement – this in case anything content or production focused that the audience may need to be informed of (content, language, strobe, fog, etc)

### **Notes for Both Main Stage & Studio Production:**

1. Schedule - All shows are on the same schedule to facilitate the audience’s ability to move between events.
2. Warm Up Rooms - Schools get their warm up room 45 minutes before their spike time. We only have 1 warm up room for each event which means you will have to clear your items out before your critique.
3. Dressing Rooms - Schools get exclusive use of the dressing room while in their warm up room. You will need to vacate the dressing rooms at the start of your spike time. This will allow the next show use of the dressing rooms to prepare.
4. It is vital that each school recognize that this site is hosting our festival and all expectations regarding the safe transport of all show items takes priority, but that our hosts Charlotte Performing Arts Center / Jeff Hayes and Alexandria Leppek can and may dictate how things might run in the event of something happening that requires a change.
5. Lobby Displays - There is only enough room in the lobby to have the displays up for that day. Friday shows will have to set up & tear down on Friday. Saturday shows will have to set up and tear down on Saturday.

### **Main Stage Judges:**

1. Emily Anderson - Professional playwright, actor & serves on the national board of the American Association of Community Theaters.
2. John Neville-Andrews - Professor of Theater at the University of Michigan
3. Robin Nott - Educational Theater Director (WMU, retired) & high school director/teacher (Gull Lake, retired)
4. Becky Heldt (backstage judge) - director with Peninsula Arts Appreciation Council and graduate of Northern Michigan University Theater Department

### **Studio Production Judges:**

1. **Dr. Deric McNish**, Assistant Professor of Theatre: Acting, Voice, and Speech at Michigan State University
2. **Stephanie Nichols** - professional actor & director of youth productions at Birmingham Village Players
3. **Sue Lombardo** - high school director/teacher (Midland High School, retired)