

How To Get Added to MTC Website

HOME PAGE - If you would like an image to be added to this home page, please send an email to MaineTheaterCollective@gmail.com with the jpeg image (preferably your poster with show dates and information), a caption (optional, it will cover the image if you have one), and any related link that you wish to be connected to the image. If you don't provide a link we will attach to any facebook or website we find related to the event. Updates will be done based on urgency and date received. Please note that we only post fully produced shows, we will not list auditions, discussions, workshops, or readings on the home page.

CALENDAR – If you want your theater to be included in our calendar you need to create a Google Calendar and share it with us. It is designed this way so that you can continue to update the calendar and it will automatically update to our website without requiring approval or assistance. However, we are very particular about the set-up of the calendar so before creating one you should email MaineTheaterCollective@gmail.com for a preliminary walk through.

In short:

- The calendar name must be the name of your theater; sometimes to achieve this you need to create a second calendar.
- Events must have specific start and end time and should not be listed as all day events.
- Always include the physical address of the theater, don't just list the name of the company.
- Events should be performances only (not auditions, discussions, workshops, readings, etc.)
- Events must have descriptions that include a blurb about the show (sell it!) as well as website and other contact information necessary if people want to purchase tickets. And don't forget the name of the company!

Your calendar will be reviewed and we may ask for changes to be made before we add it to this page. Please use the Portland Stage calendar as an example.

THEATER LIST - If you wish for your theater company to be added to this list, please email the name you wish displayed, the url for the website you would like it to link to as well as any facebook or twitter links, and a description of no more than 100 words to MaineTheaterCollective@gmail.com

AUDITIONS & SUBMISIONS – If you want to be listed in our [Casting Database](#) (for actors) or our [Offstage Database](#) (everything beyond acting) please fill out the appropriate Google Form. Please note that some but not all of the questions require answers, the more you fill out the easier it is for producers to find specific needs but if you aren't comfortable answering a question that's ok too. Near the bottom of the Google Form there is a note to remind you to send a headshot (for Actors only) and resume (for both Actors and Offstage) to MaineTheaterCollective@gmail.com. Once you complete the form your answers will be uploaded to the Database within the CASTING & HIRING section of our website, which is a password protected page that is accessible by producers.

CASTING & HIRING – If you are a theater company in Maine looking to have access to the Casting Database and the Offstage Database please email MaineTheaterCollective@gmail.com for access. We will need to verify what theater company you work for and will ask for a small fee for annual access to this list. These databases are searchable using filters and there is a document inside the page to help explain how best to filter.

Thank you,
MTC - Admin
MaineTheaterCollective@gmail.com