



MENOMONIE THEATER GUILD

Why did Menomonie Theater Guild change the theater camp registration process?

In recent years, registration for MTG's summer theater camp has admittedly been a harrowing experience. Strong demand caused technical issues with our online registration provider, and registrations were dropped or unable to be completed. Parents have provided feedback that the time chosen for registration to open did not work with their schedule. Families have occasionally faced a situation where one sibling received a spot in camp, while another did not.

In response to parent and community feedback, we have created a new lottery-style application system to improve the experience. Some of the benefits of a lottery for camp registrations are:

- Allows families a longer time frame to register their campers. Lottery registration will now take place over several days instead of a single day. This enables families to complete the lottery application at a time and place convenient to them, including day, night and weekend hours.
- Families have an equal chance to be enrolled in camp, provided they complete a lottery registration form during the allotted time frame.
- It is easier, and less stressful, to register siblings for camp at the same time.
- MTG will be able to provide more timely communication about waiting-list placement.

How does a registration lottery work?

The lottery application window will be open for several days time. At the close of the allotted time, staff will randomly draw applications until camp spots are filled. The campers chosen will be notified and provided a link to the official camp registration forms and deposit payment. Families must complete the registration and finalize the deposit before the due date. If the camp fills up, any additional lottery applicants will be placed on a waiting list. If any camp spots remain unfilled, they will be made available to the general public for registration online.

What is the registration timeline for the summer 2023 camps?

The lottery application window opens Thursday, March 2, 2023 at 10:00 AM, and closes Sunday, March 5, 2023 at 11:59 PM. Camp registrations will be processed during business hours on March 6 - 7, 2023. Lottery selected campers will be notified via email and provided a link to complete registration forms and deposit payment.

Any remaining camp spots will be made available to the general public online.

How do I submit my lottery application?

The link to the lottery application form will be available on the Menomonie Theater Guild website (menomonietheaterguild.org) at 10:00 AM on March 2, 2023. Complete ONE lottery application

form with your child/ren's name and information. Applications will be accepted via the online form during the entire timeframe. Additionally, the Menomonie Theater Guild office will be open for applications from 11:30 AM - 3:30 PM on March 2, 2023 to accommodate those who do not have access to the internet.

How do I find out if I am registered for camp or placed on a wait list?

Menomonie Theater Guild staff will contact families using the email address that is supplied on the lottery application form, according to the schedule listed above. If your child is registered for camp, you will receive an emailed confirmation on or before March 7, 2023. If your child is placed on a waiting list, staff will reach out to you with information about your position on or before March 20, 2023.

Do I have a better chance in the lottery if...

- I register early in the lottery application window? No, it does not matter when you submit your application as long as you do so before the deadline of March 5, 2023.
- I register multiple children? No, each family will be counted one time.
- I register in person, rather than online? No, all registrations will have an equal opportunity in the lottery.

Can I enter the lottery more than once?

No; each family should submit one lottery application.

What if I miss the lottery application deadline?

If you miss the lottery application window, you can still join the waiting list camp by emailing menomonietheaterguild@gmail.com. Your request will be processed in the order that we receive it, after we prioritize families who submitted a lottery application.

If I receive a spot in camp, when do I pay for it?

Once the registration lottery is completed, all selected campers will receive an email at the address provided on their lottery form. The email will contain a link to the complete lottery registration and payment form. You will have until Friday, March 10, 2023 to complete the forms and claim your spot in camp. Any spots unclaimed at that time will be opened to waiting list families in the order they were drawn.

Are there scholarships available?

YES! It is a high priority goal of Menomonie Theater Guild to make theater opportunities available to all young people in our community, regardless of socio-economic status. Please reach out to MTG staff at menomonietheaterguild@gmail.com to request a scholarship application form. IMPORTANT: scholarship applications MUST be received prior to the lottery registration.

What happens to unfilled camps spots?

We anticipate that the majority of camp spots will be filled via the lottery. If there are unfilled spots after all lottery entrants have been contacted, they will be available to the public. This information will be announced on Menomonie Theater Guild social media and website.

Will I know what my waiting list ranking is?

Yes. Families will be notified via email with their position on the waiting list.

When will I know if I am moved from the waiting list?

If a spot opens up in theater camp, you will be notified via email by a Menomonie Theater Guild staff member. You will have 72 hours to respond to the notification and claim your spot in camp.

How likely am I to receive a camp spot while on the waiting list?

Though it is difficult to predict with certainty, you may have a good chance of coming off of the waiting list to join camp. Because our camps fill up so early in the year, we see cancellations through the spring and early summer as families' summer plans change.

What if I need to cancel my camp reservation?

We always appreciate knowing as soon as possible if you need to cancel your registration. Camp cancellations and refunds will be issued according to the following schedule:

If you cancel your registration:

- Before May 1, 2023 campers are eligible for a full refund of their deposit.
- Between May 2 and June 1, 2023: campers are eligible for a full refund, minus a \$50 processing fee per registration.
- After June 2, 2023: no refunds of registration deposit will be given

What if MTG cancels the summer theater camp?

While we do not foresee this happening, if Menomonie Theater Guild is forced to cancel the summer camp for reasons beyond our control all campers will receive a full refund of the deposit paid.

Is my camp registration transferable to another child?

NO! The camp registration is applicable ONLY to the child/ren on the lottery form. It is not transferable to a friend or family member. If your child is unable to attend the camp, their spot will be opened to the next individual on the waiting list.

I have more questions. Who can I contact?

Please email menomonietheaterguild@gmail.com with your question. A Menomonie Theater Guild staff member will respond to your message within two business days.