

Equity Use

Date Received:

Show Name:



LOS ANGELES 50-SEAT SHOWCASE CODE

Please complete and return no later than 14 days prior to first rehearsal. This form is best filled out using Adobe Acrobat.

aharma@actorsequity.org

SHOWCASE DEPARTMENT
ACTORS' EQUITY ASSOCIATION
5636 TUJUNGA AVE
NORTH HOLLYWOOD, CA 91601

1. Producing Organization

Name of producing organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact Name: _____ Email: _____

2. Production Information

Title of Show: _____

Author(s): _____

Name of producer(s): _____

Type of production (check one): Drama Musical Revue Material is (check one): New Existing Work

Is the material in the Public Domain? Yes No

Has this material been previously produced under an AEA Code or Contract? Yes No

Name of person(s) financing this production: _____

First rehearsal date: _____ First performance date: _____ Closing date: _____

Number of performances (Maximum of 16): _____

Performance schedule: _____

Curtain time(s): _____

3. Locations

Name of performance venue: _____

Address: _____

Phone: _____ Number of seats (maximum of 50 allowed): _____

Name of rehearsal venue: _____

Address: _____

Phone: _____

(more)

4. Cast Information (Please include both Actors and Stage Managers.)

Total Cast Size: _____ Number of AEA Members: _____

If show has been cast, please print or type all AEA member names below. Any cast members added after submission of form must be indicated on the Signature Page.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Safety Information

Will everyone that interacts with the actors and stage manager be fully vaccinated against COVID-19?	Yes	No
Will the production adhere to all applicable COVID-19 Safety Protocols as required? https://actorsequity.org/resources/Producers/covid19-info/memorandum-of-understanding/	Yes	No

Please also provide the following:

1. A proposed production budget, inclusive of all expenses (royalties, theatre rental, stipends, supplies, etc).
2. Proof of insurance. The producer must provide a certificate of volunteer accident insurance to cover all actors at all interviews, auditions, rehearsals, and performances. A copy of such insurance must be filed with Equity before approval will be granted.
3. If this show is not yet cast, complete a Casting Call Notice Entry Form, available at **www.actorsequity.org** in the Document Library under Auditions. (Instructions can also be found at that location.) Your casting notice will be posted on Equity callboards as well as CastingCall, Equity’s online job search engine.
4. Agreement on Rights. In the case of a work not previously produced, a copy of the Author’s Agreement shall be submitted to AEA with this notification.