



## Staged Reading Guidelines (“29-Hour Reading”)

*Please complete this form and submit to the appropriate Equity office at least one-week prior to the first rehearsal of the reading.*

Actors' Equity Association's **Staged Reading Guidelines** are an internal union membership rule, outlining the terms under which Equity members may currently participate in a staged reading project, without benefit of an Equity Contract. **Members are advised that these guidelines are not an agreement between an employer and Equity.**

**Any Equity member asked to violate or exceed the limitations of these guidelines during the course of their participation in a staged reading project is advised to discontinue participation and contact their nearest Equity office**, in order to determine whether Equity can secure an appropriate contract for the project. These guidelines do not apply to projects produced by Producing Members of the Broadway League; please contact the nearest Equity office for the applicable guidelines for Broadway League producers. Members can also find their Business Representative on the Member Portal at <https://members.actorsequity.org/on-the-job/business-rep-list/>

**PLEASE BE ADVISED: Nothing contained within the terms of this internal membership rule may be construed to absolve any producer or employer of their obligations under any applicable municipal, state, or federal employment and/or labor law, including but not limited to laws regarding classification of employees, the applicability of minimum wage, and workers' compensation.**

**Actors' Equity Association will permit Equity Actors and Stage Managers (“Members”) to participate in Staged Readings under the following guidelines:**

- 1) The Staged Reading project must have been registered with the applicable regional Equity office by filing the Staged Reading Guidelines Questionnaire and Equity Member Roster. Failure to do so will result in immediate suspension of the ability of Equity members to be involved in the project under Equity's rules.
- 2) Members may participate for a maximum of 29 hours for rehearsals and actual Reading(s), such times to be at the Member's convenience, and the total allowed hours for the entirety of the project (not per person, and inclusive of any Stage Manager pre-production) may be no more than 29. Should the combined rehearsal/Reading hours for the Reading extend beyond 29 then the production must be placed on a Staged Reading Contract, or other appropriate Equity Agreement, in order for members to continue participation. Each Equity Member must receive reimbursement of travel and other expenses.
- 3) Members may only participate for a maximum of three (3) Readings. All Readings and rehearsals must take place within a 14-calendar-day period.
- 4) Members may only participate in a project that does not use sets, props, wigs, make-up, or costumes.
- 5) Members may only participate in projects that are not advertised to the public or reviewed by critics. This prohibition includes but is not limited to, postings that solicit public attendance such as on a public website, public social media, and press releases.
- 6) Members may not participate if admission is charged, if donations are solicited, or if the project is offered as a “subscriber bonus.”
- 7) Members may not participate in Readings if presentations are to solicit backers.
- 8) Members may participate in Readings for invited audiences only. If Programs are provided, the names of all Members are to be designated by an asterisk (\*) with the indication that Actors and Stage Managers so designated are members of Equity.



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- 9) Members may only participate if on book (i.e., script in hand) with no memorization required and if the project has only minimal staging (e.g. standing and sitting in place or crossing to a different music stand) with no choreography.
- 10) Members must be reimbursed for their actual expenses as submitted by the Member.
- 11) Members may not participate in a Reading that is televised, broadcast, or recorded in whole or in part unless an appropriate media agreement or Equity contract is in place. This restriction on members' participation includes any visual and/or sound recording, motion picture filming or videotaping.
- 12) Members may only participate if all rehearsal and presentation spaces are wheelchair accessible, and if the producer maintains an environment that is free of harassment or discrimination.
- 13) Members may only participate in a project if the project has not been registered with Equity as a Reading under these guidelines within the past six (6) months.
- 14) Due to the nature of an internal union membership rule, no rules or provisions within this document may be altered, amended, or waived for any project and for any reason, including by Equity's staff, individual member, or group of members.

If Equity determines that the Staged Reading is being used to avoid or supplant any of said Codes or Contracts, Equity may, in its sole discretion, direct that its members discontinue participation in the Reading, until the appropriate Equity agreement is in place.

Rev 4/2022



# Staged Reading Guidelines Questionnaire

Please complete this form and submit to the appropriate Equity office at least one-week prior to the first rehearsal of the reading.

Members may only participate under the safety protocols detailed in [Memorandum of Understanding Between Actors' Equity Association and Employer Regarding COVID-19 Pandemic Reopening Process](#) · Actors' Equity Association ([actorsequity.org](http://actorsequity.org)) and, if there are any departures from these protocols, Members should discontinue participation immediately.

PRODUCTION INFORMATION		
Show Title:		<input type="checkbox"/> Play <input type="checkbox"/> Musical
Author(s):		
First Rehearsal:	Last Rehearsal:	Total Rehearsals:
First Reading:	Last Reading:	Total Readings:
Anticipated combined hours for this project, both rehearsals and readings, that Members will be used (must be less than or equal to 29 hours total):		
Location/Address of the Reading:		
Producer Name:		Phone Number:
Producer Email:		
Address:		
Director Name:		
Stage Manager Name:		SM Phone:
PREVIOUS READINGS/PERFORMANCES		
Has the show been previously read or performed in public? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Date(s) of previous reading/performance:		
Check all that apply:		
<input type="checkbox"/> Staged Reading Guidelines	<input type="checkbox"/> Staged Reading Contract	<input type="checkbox"/> Showcase
<input type="checkbox"/> Bay Area Project Policy	<input type="checkbox"/> 99 Seat Plan	<input type="checkbox"/> Workshop Contract <input type="checkbox"/> Backers' Audition
<input type="checkbox"/> Other Equity Contract (specify): _____		

Will everyone that interacts with the actors and stage manager be fully vaccinated against COVID-19?     Yes     No

Will the production adhere to Actors' Equity's Memorandum of Understanding Between Actors' Equity Association and Employer Regarding COVID-19 Pandemic Reopening Process? (<https://actorsequity.org/resources/Producers/covid19-info/>)     Yes     No

