



Application to Employ Actors Under the Guest Artist Agreement

Complete and submit to the appropriate Equity office at least three weeks prior to the first rehearsal date. After this application has been processed by Actors' Equity Association, you will be notified if permission has been granted.

Select applicable Tier:

Application Date: _____ I II III **Dinner Theatre**

Producer to Pay for Expanded Media: Yes No Side Letter to Dinner Theatre: Yes No

EMPLOYER INFORMATION				
Producing Organization:				
Mailing Address:				
City:	State:	Zip:	Phone:	Fax:
Federal ID #:	501.C.3. Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, registration #.			
Are you affiliated with an educational institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:				
Has your organization utilized other Equity contracts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one(s)?:				
Will salary be paid through <input type="checkbox"/> Producing Organization's Payroll <input type="checkbox"/> Paymaster? If Paymaster, list name, address, phone:				
Paymaster's Name:			Phone:	
Paymaster's Address:				
<i>Complete the following three items based on the organization through which salary will be paid. (Producer or Paymaster)</i>				
Federal ID #:				
Unemployment Insurance Registration Number :			State:	
Workers' Compensation Carrier:			Policy #:	
Producing Organization Contact:			Title:	
Mailing Address:			Email:	
City:	State:	Zip:	Phone:	Fax:
Name of Producer Authorized to Sign Contract(s):				
AEA Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:	Fax:	Email:	
PRODUCTION INFORMATION				
Show Title (exact):			Type:	
Equity First Rehearsal Date:		Opening:	Closing:	
# of Rehearsal Weeks:	# of Performance Weeks:	# of Performances per week (Mon-Sun):		
Theatre Facility:				
Address:				
City:	State:	Zip:	Box Office Phone:	
Backstage Phone:		Seating Capacity:	Ticket Prices:	
Stage Type:	Floor Type:	Bar Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<i>All performers and stage managers must be AEA members in good standing.</i>			
Actor Name:		AEA Member ID #:	
Mailing Address:			
City:	State:	Zip:	Phone:
Role:			
Weekly Rehearsal Salary:		Weekly Performance Salary:	
1 st Rehearsal:	Opening:	Closing:	
Will the employer provide housing?* <input type="checkbox"/> Yes <input type="checkbox"/> No Per Diem*: (See rules for minimums.)			
Are there teaching responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a rider to the contract delineating responsibilities.			
Other Contractual Considerations (Housing, Use of Car, etc.):			
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Actor Name:		AEA Member ID #:	
Mailing Address:			
City:	State:	Zip:	Phone:
Role:			
Weekly Rehearsal Salary:		Weekly Performance Salary:	
1 st Rehearsal:	Opening:	Closing:	
Will the employer provide housing?* <input type="checkbox"/> Yes <input type="checkbox"/> No Per Diem*: (See rules for minimums.)			
Are there teaching responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a rider to the contract delineating responsibilities.			
Other Contractual Considerations (Housing, Use of Car, Extra Performances, etc.):			
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Actor Name:		AEA Member ID #:	
Mailing Address:			
City:	State:	Zip:	Phone:
Role:			
Weekly Rehearsal Salary:		Weekly Performance Salary:	
1 st Rehearsal:	Opening:	Closing:	
Will the employer provide housing?* <input type="checkbox"/> Yes <input type="checkbox"/> No Per Diem*: (See rules for minimums.)			
Are there teaching responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a rider to the contract delineating responsibilities.			
Other Contractual Considerations (Housing, Use of Car, Extra Performances, etc.):			
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Stage Manager Name:		AEA Member ID #:	
Mailing Address:			
City:	State:	Zip:	Phone:
Role:			
Weekly Rehearsal Salary:		Weekly Performance Salary:	
1 st Rehearsal:	Opening:	Closing:	
Will the employer provide housing?* <input type="checkbox"/> Yes <input type="checkbox"/> No Per Diem*: (See rules for minimums.)			
Are there teaching responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a rider to the contract delineating responsibilities.			
Other Contractual Considerations (Housing, Use of Car, Extra Performances, etc.):			

* If the actor or stage manager's home address (as listed with Actors' Equity Association) is 50 miles or more from the theatre, housing must be provided, and per diem must be paid. Consult the Guest Artist Agreement or contact your Equity Business Representative for more information.

Applications may be mailed or faxed to the appropriate Equity office. Please submit as soon as possible. Upon receipt, you will be notified regarding the amounts needed to process your contracts. It may take a minimum of three weeks from the date your checks arrive at Equity to process your request, so please plan accordingly. No Equity actor or stage manager may begin rehearsals without having signed an Equity contract. Do NOT send checks until your application has been processed, approved, and you receive a permission letter.