

Equity Use

Date Received:

Show Name:



## LOS ANGELES 50-SEAT SHOWCASE CODE

Please complete and return by email, mail or fax no later than 14 days prior to first rehearsal. This is an Acrobat Extended form, which can be saved electronically.

[aharma@actorsequity.org](mailto:aharma@actorsequity.org)

SHOWCASE DEPARTMENT  
ACTORS' EQUITY ASSOCIATION  
5636 TUJUNGA AVE  
NORTH HOLLYWOOD, CA 91601  
323-978-8081 fax

### 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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**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](http://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.