



## Actors' Equity Association

165 West 46<sup>th</sup> Street, New York, NY 10036

212-869-8530 (phone) | 212-719-9815 (fax)  
showcasenyc@actorsequity.org

[www.actorsequity.org](http://www.actorsequity.org)

Dear Basic Showcase Producer:

Enclosed with this letter you will find the Basic Showcase Application Form. This application must be submitted to the Showcase Department **two weeks prior to your first rehearsal**, or a late penalty fee of \$60 will be applied. (Checks for late fees should be made payable to Actors' Equity FOUNDATION.) If you need assistance or have questions concerning the completion of this form, please feel free to contact us.

You must also submit the following documentation:

1. A breakdown of your Showcase budget expenses. Your budget cannot exceed \$35,000 *exclusive* of AEA stipends, and no person engaged in any capacity for your Showcase shall receive more remuneration than any Equity member.
2. Proof that you have the rights to produce the play, i.e., a copy of the invoice from the play service or a signed letter from the playwright granting permission. (This rule does not apply in the case of public domain works.)
3. Producer must provide proof of volunteer accident insurance to cover all Actors at interviews, auditions, rehearsals and performances and must include such proof with the Application. Equity does NOT keep insurance policies on file. If the theater has the appropriate insurance you must obtain a copy of their policy. If you are utilizing a different rehearsal venue than that of your performances, please be aware that the performance venue's insurance will most likely NOT cover the actors at a different rehearsal venue. **General Liability insurance DOES NOT cover the actors in the event of an accident**. Please check carefully what type of policy it is that you obtain. Included with this packet you will find referrals for companies who provide volunteer accident insurance policies.
4. If your Showcase is being produced in an outdoor venue, such as a city park, please submit copies of all approved Parks & Recreation permits for your location.
5. You must provide a *contact name, address and phone number* for all correspondence pertinent to your showcase. If possible, please also provide an e-mail address and/or a fax number. Upon approval of your Application, Equity will contact you about picking up your required approval materials: the Showcase Producer Kit, Equity Signature Page and Showcase Deputy Packet. If you have not heard from Equity by the first rehearsal, please contact the Showcase Department. This may mean your Application has not been approved or that we are still in need of your cast list. Producers and Actors are in violation of the Code if the Signature Page is not on file with Equity by the end of the first week of the rehearsal.
6. Required Materials. Failure to file the following materials by the date indicated will place the producer on the defaulting producers list.
  - Signature Page – submitted by the end of the first week of rehearsal
  - Program – submitted by the first performance
  - Final Expense Report – submitted no later than 10 days after final performance

7. If you elect to do more than 12 performances each Equity Actor is to receive \$10 (Ten Dollars) per extra performance. (Limit: 16 performances). This is in addition to the basic transportation reimbursement. (*This applies to a Basic Showcase Production.*)

In addition, you should also be aware of the following rules governing Basic Showcases:

- Unless Equity shall otherwise order, an Actor may not be required to alternate with an Understudy or successor.
- **Ticket prices cannot exceed \$18.00**
- Members of the industry, i.e., bona fide Equity franchised agents, casting directors, professional producers, choreographers, playwrights, and directors shall receive **complimentary tickets**. Remember you are producing a “Showcase” and our members are foregoing regular contractual prerogatives in exchange for appearing in your production; therefore, it is only reasonable to expect to have an opportunity to perform before industry representatives.
- Video or audio recording, in whole or in part, of any Showcase production, for ANY reason, is **NOT** allowed.
- The **rehearsal period** of a Showcase production cannot exceed a total of 128 hours scheduled over a maximum of five consecutive weeks.
- The **performance period** of a Basic Showcase production cannot exceed four consecutive weeks.
- With the exception of paid newspaper or broadcast ads, but including **all flyers, internet, posters, postcards, brochures, invitations, etc.**, all Equity Members shall have their names listed. The Equity members’ names will be designated by an asterisk (\*) with the indication that “these Actors are appearing courtesy of Actors’ Equity Association.” Publicity and programs must also include the phrase “Equity approved Showcase.”
- You may not require or request any type of financial contributions, tuition, fees, etc. from Equity members to supplement your production.
- Equity Members shall, upon presentation of a paid-up AEA card, be admitted to the Theatre, at no cost, on a standby basis.

While this addresses some of the most frequently asked producer questions, it by no means represents the entire Showcase Code. Please consult the appropriate Showcase Code Rulebook for a complete listing of the rules governing the Showcase Codes. The Showcase Code Rulebooks may be found at [www.actorsequity.org](http://www.actorsequity.org) in the Document Library under “Codes”.

We wish you much success with your Showcase production.

Sincerely,

Showcase Department  
ACTORS' EQUITY ASSOCIATION



**New York City Showcase Code**  
Insurance Coverage

Showcase Producers are required to have accident/medical coverage for all Equity Members engaged under the Showcase Code.

**PRODUCER MUST ATTACH TO EACH APPLICATION PROOF OF INSURANCE COVERAGE. EQUITY DOES NOT KEEP INSURANCE POLICIES ON FILE.**

This coverage must be in place in all spaces to which any Actors are called. If the theatre's rental agreement provides accident insurance which covers our Actors, please obtain a statement from the theatre stating the Actors are covered or attach a copy of their insurance. If you obtain your own coverage, the insurance company will give you verification of purchase or you may request that they notify Equity directly.

You may consult any insurance company of your choosing. While we do not endorse any particular company, we know that the firms listed below provide short-term (volunteer) accident insurance. Proof of such coverage is required before your application can be approved.

<p><b>EVENT INSURANCE BROKERS, LLC.</b> 19 Fulton Street #308 New York, NY 10038 Phone: 212-766-2058 Fax: 212-766-2045 <a href="http://www.eventsinsurance.com">www.eventsinsurance.com</a></p>	<p><b>THE CIMA COMPANIES INC.</b> 1800 N. Beauregard Suite 100 West Virginia, 22311 Phone: 703-739-9300 Ext.7301 Fax: 703-739-0761 <a href="http://www.cimaworld.com">www.cimaworld.com</a></p>	<p><b>INSUREVENTS</b> <a href="http://www.insurevents.com">www.insurevents.com</a></p>
<p><b>OTTO PORAZZO</b> Robertson Taylor (North America),Inc. 70 West 40th Street, Mezzanine Level New York, Ny 10018 Ph: (212) 279-4519 Ext 107 Fax: (212) 279-4536 <a href="mailto:otto.porrazzo@rtna.us">otto.porrazzo@rtna.us</a> <a href="http://www.robertson-taylor.com">www.robertson-taylor.com</a></p>	<p><b>FRACTURED ATLAS</b> <a href="http://www.fracturedatlas.org">www.fracturedatlas.org</a></p>	

Equity Use

Date Received:

Show Name:

## APPLICATION FOR AEA SHOWCASE CODE

This application and all collateral material must be executed and filed with Equity no later than 14 days prior to the start of rehearsals or a penalty will be applied.

Please complete and return by email, mail or fax to:

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

SHOWCASE DEPARTMENT  
ACTORS' EQUITY ASSOCIATION  
165 WEST 46<sup>th</sup> STREET  
NEW YORK, NY 10036  
212-719-9815 fax



### 1. Showcase Code Desired (Check One):

Basic Showcase Code

Seasonal Showcase Code

### 2. Producing Organization

Name of producing organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Production Information

Title of Show: \_\_\_\_\_

Author(s): \_\_\_\_\_

Name of producer(s): \_\_\_\_\_

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

Is the material in the Public Domain?  Yes  No

Has this material been previously produced under a Showcase code?  Yes  No

Name of person(s) financing this production: \_\_\_\_\_

First rehearsal date: \_\_\_\_\_ First performance date: \_\_\_\_\_ Closing date: \_\_\_\_\_

Number of performances: \_\_\_\_\_ Top Ticket price: \_\_\_\_\_

Performance schedule: \_\_\_\_\_

Curtain time(s): \_\_\_\_\_

### 4. Locations

Name of performance venue: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Number of seats (maximum of 99 allowed): \_\_\_\_\_

(over)

Name of rehearsal space: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Total Cast Size: \_\_\_\_\_ Number of AEA Members: \_\_\_\_\_

If show has been cast, please list all AEA member names below. Otherwise, submit names upon completion of casting.

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

Individual Reimbursement (stipend) per AEA Member: \_\_\_\_\_

**Please attach the following materials with your application:**

1. A proposed production budget, inclusive of all expenses (royalties, theatre rental, stipends, supplies, etc). (See rules in Basic Showcase or Seasonal Showcase Codes.)
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 your 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.

I hereby make application for the above-mentioned Showcase, and certify the above and enclosed information to be true and correct. I have read and will abide by the rules and regulations of the AEA Showcase Code.

\_\_\_\_\_  
Producer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Producer's Signature

\_\_\_\_\_  
Date

**Upon approval of your Application, Equity will contact you about picking up your required approval materials: the Showcase Producer Kit, Equity Signature Page and Showcase Deputy Packet. Failure to complete all steps of obtaining approval may place Producer on AEA's list of defaulting producers.**