



# *ESTAFest/Original Works*

## *Submission Checklist*

Use this checklist to ensure all required Forms/Articles are returned to the VP of Festivals by  
**April 9th, 2018. (Note: Actors Affadavits and Warranty of Compliance may be received by tech-in)**

- Production Registration and Technical Information Form  
Include Lighting Plot and Set design if possible
  - Registration Form with applicable Entry Fee and Super Pass or Performance Session Fees
  - Proof(s) of permission **READ CAREFULLY**
    1. Proof of royalty payment or proof of Playwright approval. If work is an Original Work, proof from the playwright to perform is required (email approval acceptable)
    2. Proof of music approval required for original and/or copyrighted music utilized
      - a. Music used as preshow, post show; intermission is covered through the ASCAP license obtained through AACT. **Provide a copy of your AACT ASCAP license certificate.**
      - b. **Proof from Publisher or songwriter/artist is required if music is used in any way to:**
        - i. Underscore
        - ii. **Performed in the show (Recording played, sung or performed)**
        - iii. **Create a dramatic scene**
    3. Proof of approval to utilize any other copyrighted work if applicable
    4. Proof of playwright or agency approval if any changes are made to the script
- Four (4) copies of Scripts (as cut) no photo copies if script is obtained from an agency (ie. Dramatists, Samuel French, etc.). Photocopies from an anthology accepted only if proof of approval to **photocopy** is provided by **the Publisher**. If Scripts are original works and playwright approves, send script via email. Scripts need to be clean with no markings.
  - Affidavits of Actor Eligibility (Due no later than tech-in)
  - Warranty of Compliance (Due no later than tech-in)
  - 150 Program Inserts (Due no later than tech-in)

**ALL GROUPS ARE ASKED TO BRING A SILENT AUCTION ITEM. PLEASE BRING TO YOUR TECH-IN.**

Forward all forms, fees and scripts to:

VP of Festivals, ESTA  
PO BOX 4378  
WILMINGTON DE 19807-0378  
OR EMAIL TO: [vpfestivals@estafestival.org](mailto:vpfestivals@estafestival.org)