



**APPLICATION FOR GUEST DIRECTOR AT THE PALMDALE PLAYHOUSE
FOR CITY OF PALMDALE PRODUCTIONS**

Applicant must have prior directing experience: attach to this application references, play bills, printed materials, etc. All plays will be City of Palmdale Productions and follow City policies. Selected Guest Director will have artistic 'authority' subject to City and Palmdale Playhouse guidelines. All applications will be reviewed and one entry will be selected per production by the City of Palmdale Recreation and Culture Department. **Mail or hand-deliver all pages of this application to:**

**Annie Pagliaro
Recreation Supervisor
38260 10th Street East
Palmdale, CA 93550
661/267-5611**

Please print

Applicant's name (must be a person): _____

Address: _____ Apt. or Suite # _____

City _____ State _____ Zip _____

Day phone _____ Cell phone _____

Fax _____ E-mail address _____

Alternate e-mail address _____

List the three (3) most recent productions/shows you have directed:

	Name of Show	Production Company Location	Date(s)
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____

Of the three productions/shows listed on page one; describe your most successful/favorite:

Horizontal lines for writing response.

Tell us about your background as it relates to theatre/production. Please list any involvement you have had with the Palmdale Playhouse:

Horizontal lines for writing response.

KEEP FOR YOUR RECORDS

GENERAL INFORMATION: GUEST DIRECTOR AT THE PALMDALE PLAYHOUSE FOR CITY OF PALMDALE PRODUCTIONS

Responsibilities of Selected Guest Director

- Guest Director must complete application.
- Guest Director position is a volunteer/non-paid position.
- Guest Director must enter into contract agreement with the City of Palmdale and become a City of Palmdale Volunteer.
- Guest Director must be fingerprinted and is subject to a background investigation, in order to become a City of Palmdale Volunteer.
- Guest Director must provide Stage Manager with prior experience and a good working knowledge of theatre. Stage Manager must become a City of Palmdale Volunteer, and is subject to fingerprinting and a background investigation.
- Guest Director and Stage Manager must attend first pre-production meeting and all scheduled subsequent meetings with the City of Palmdale.
- Guest Director must agree to the allocated show budget.
- Guest Director must agree to hold all auditions and rehearsals at the Palmdale Playhouse.
- Guest Director must have a good working knowledge of technical process, i.e....sound, lights, set design and construction, props, costumes, rehearsal process, etc.
- Guest Director must obtain full knowledge and understanding of the Palmdale Playhouse Rules and Regulations and adopt them as their own.
- Guest Director must be qualified to take responsibility of coordination of all the necessary elements to create the finished product successfully.

Responsibilities of the City

- The City of Palmdale will obtain the rights to perform the selected show.
- The City of Palmdale will pay all associated costs including: royalty fees, permits, music, graphics package, video rights, contracted service providers, etc.
- The City of Palmdale will provide and oversee the allocated show budget.
- The City of Palmdale will produce all marketing materials including but not limited to: print advertisement, promotional materials, show posters, tickets, websites, Playbills etc.
- The City of Palmdale Guest Directed Show will adhere to the following Chain of Command: City of Palmdale Recreation & Culture Manager, Palmdale Playhouse Recreation Supervisor, Palmdale Playhouse Theater Operations Technician, and Guest Director.
- The City of Palmdale will provide Playhouse Liaison, Linda Willis to Guest Director.
- Show will be produced with in-house audio and lighting systems.
- All script and/or cast changes must be approved by Playhouse Liaison.
- All Palmdale Playhouse technical equipment will be operated by City of Palmdale Playhouse staff.
- City of Palmdale Playhouse staff will supervise all set building, light and sound design, costume and prop selection, etc.
- City of Palmdale will provide calendar of mandatory meetings dates to be attended by Guest Director.
- The City of Palmdale will determine all ticket pricing, sell and distribute all tickets and retain all monies collected from Guest Directed show.