

# SCRIPT SHUFFLE 10 MINUTE PLAY FESTIVAL

## Instructions for this packet

Please fill out this packet and create a PDF. Attach your play(s) to the PDF and send it in your submission as one file. If you are submitting to direct, please do not combine the packets - but submit separately through the form on the website.

### **What to Submit:**

1. Filled out **Cover Sheet** (see below)
2. Signed **Director Agreement** (included)
3. Optional: PDF resume relevant to directing  
Please submit all items as **one combined PDF** via the online submission form on our website.

### **What We Expect from You as a Director:**

Directors are a vital part of ShuffleFest. Here's what you agree to take on:

- Cast your own actors
- Coordinate and lead rehearsals
- Provide props and costumes (or delegate)
- Facilitate at least one rehearsal with your writer
- Stay in communication with festival producers
- Be present and prepared for table reads, tech, dress, and both show nights
- Submit bios and headshots for your cast
- Promote your show and ShuffleFest on social media
- Represent your team with professionalism and positivity

# COVER SHEET

Full Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Email: \_\_\_\_\_

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

**Bio (2-4 sentences, third person):**

**Have you submitted a play to the festival? If so, what's the title? Would you prefer to direct your own piece or another writer's?**

**Genres you're drawn to direct (e.g. comedy, drama, absurdist, etc):**

**Have you directed before? If not, tell us why this excites you and what you hope to gain from the experience:**

# DIRECTOR AGREEMENT

I, \_\_\_\_\_ (Director), agree to participate in the Script Shuffle 10-Minute Play Festival and fulfill the following commitments:

**1. Time Commitment**

I will be available for rehearsals, tech, dress, and both show nights as scheduled by the festival.

**2. Casting**

I will cast my own play and confirm all actors are available for rehearsals, tech, dress, and performances.

**3. Rehearsals**

I will coordinate and lead my rehearsals. I understand that any rehearsal space rental is my own responsibility unless otherwise arranged.

**4. Props & Costumes**

I will provide or delegate the sourcing of any props or costumes. Expenses related to these are the director's responsibility unless otherwise agreed.

**5. Writer Collaboration**

I will host at least one rehearsal (in person or virtual) with my assigned writer.

**6. Flexibility**

I agree to direct whatever play is assigned to me, and I will work to honor the playwright's vision. Any changes to the script will be made only with the writer's written or verbal consent.

**7. Media Submission**

I will submit all required bios, headshots, and promotional materials on time.

**8. Promotion & Communication**

I will help promote ShuffleFest and my production online. I understand that I am the primary point of contact between the festival and my cast.

**9. Conduct**

I agree to act professionally and respectfully throughout the process and during the festival.

10.

By signing below, I confirm my understanding and agreement with the above terms.

**Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Festival Producer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_