

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: _____