



HOW TO FILL OUT THE WAIVER APPLICATION

ALL APPLICATIONS **MUST** BE EMAILED OR FAXED TO THE ATTENTION OF LESLEY BRADY AT UBCP BY **NO LATER THAN AUGUST 3RD**.

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*we request that all correspondence is via email or fax, please do not call unless it is an emergency.

1. COMPLETE THE WAIVER APPLICATION FORM WITH AS MUCH INFORMATION AS POSSIBLE.
2. DO NOT WORRY ABOUT SUBMITTING IN THE SCRIPT.
3. LIST ALL THE TEAM MEMBERS (CAST & CREW). THIS MEANS BOTH UNION AND NON-UNION MEMBERS.
4. INCLUDE A BREAKDOWN OF YOUR **CASH** BUDGET AMOUNT.

REMEMBER NOTHING HAPPENS FOR FREE. BE AS ACCURATE AS YOU CAN. THINGS TO CONSIDER ARE:

- ENTRY FEE
 - FOOD
 - PARKING
 - EQUIPMENT COSTS
 - WARDROBE, ETC.
5. EMAIL OR FAX THE WAIVER APPLICATION TO THE UNION OFFICE. WE WILL CONTACT YOU REGARDING THE STATUS, PLEASE DO NOT CALL US, WE WILL CALL YOU.
 6. WE WILL EMAIL YOU THE PRODUCER'S WAIVER AGREEMENT, WHICH MUST BE SIGNED AND RETURNED TO UBCP IN ORDER TO RECEIVE THE PERFORMER WAIVER FOR YOUR PRODUCTION.
 7. THE WAIVER IS GOOD FOR ALL UBCP MEMBERS ON THE PRODUCTION.
 8. EVERY MEMBER MUST SIGN AND DATE THE PERFORMER WAIVER.
 9. IT IS THE PRODUCERS RESPONSIBILITY TO FAX THE SIGNED PERFORMER WAIVER(S) TO THE UNION OFFICE **PRIOR TO THE CONTEST**.