

OSF'S

CHECKLIST

mail	Letter of Engagement	ALL COMPANY MEMBERS: Print out your Letter of Engagement, sign and date it and then return BOTH PAGES to OSF. If you would like a copy for your files, print out an additional copy.
email	Emergency Contact Form	ALL COMPANY MEMBERS: Make sure all the information is filled out correctly. Give us as much information as possible, in case of an emergency.
email	Car Registration	ALL COMPANY MEMBERS: The top portion of this form should be completed whether you are planning on driving to Durant or not. Sign and date the bottom of the form before returning it to OSF.
email	Housing Contract	THOSE LIVING IN THE DORMS: Sign and date the bottom of the form before returning it to OSF.
mail	\$50 Housing Deposit	Make check or money order payable to OSF. This check will not be cashed without your knowledge.
email	Bio Form	ALL COMPANY MEMBERS: Please make sure you give us as much information as possible so we can write great press releases about you!
email	Resume	ALL COMPANY MEMBERS: A copy of your resume should be on file with OSF.
email	Bio	ACTORS, DIRECTORS AND DESIGNERS ONLY: Your bio should be no more than 100 words in length and will be put in our souvenir playbill. Do NOT include dedications or special thanks.
mail	2 Headshots	ACTORS AND DIRECTORS ONLY: OSF displays these headshots in our lobby and one remains in your file. Please make sure it is a current shot.
email	Costume Measurement	ACTORS ONLY: If you are not in a show, you can disregard this form. Please try to find an experienced person to help you complete this form. Please do not try to measure yourself.
email	General Information	ALL COMPANY MEMBERS

Thank you for your time.

All information given to OSF will be kept confidential.

mail	Forms with "mail" should be mailed back to OSF offices.	For the Car Registration Form and the Housing Contract , obviously you will not be able to sign the document and then email it back. Simply type your name and the date. We'll get an official signature once you arrive in Durant.
email	Forms with "email" should be emailed back to OSF offices.	