



Theatrical Insurance

Please include:

- Weekly Operating Budget
- Title & Synopsis of the show
- Resumes /Bio's of Director, Producer(s) & Choreographer(s)
- A copy of the Theater Agreement
- If a touring company, please include itinerary & dates in each city with seating capacity of each theater location

Please answer all of the following questions. If a question is not applicable, please mark as "N/A". Please do not delete any questions as it could delay the quoting process.

1. Name and address of the production company (as it should appear on the policy):
2. Federal ID Number:
3. Name and address of the General Manager:
4. General Manager's phone, fax and e-mail:
5. Contact person's name, title, phone, fax, email:
6. Names of the members, partners, individuals of the production company, and percent ownership for each:
7. Name of director(s), producer(s), & or choreographer(s):
8. Length of Run (e.g. –open ended, or limited) if limited provide dates:
9. Name and address of the theater:
 - a. Number of seats:
10. List any special effects- fully describe special technical equipment, special sound, lighting, mechanical, or computer special effects being used:
11. Fully describe any stunts or hazardous activities, i.e.: use of animals, skating or acrobatics, etc:
12. Number of actors in Actors Equity Association:



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13. List any or all other Unions:
14. Dates of:
 - a. Start of Auditions:
 - b. Start of Rehearsals:
 - c. Start of Construction of Sets:
 - d. Start of Construction of Costumes:
 - e. Date you load into the theater:
 - f. Opening Date:
15. Theatrical Property – Indicate the value of the theatrical property on a **REPLACEMENT** basis and include the value of all rented / leased equipment as contracted from your various vendors as follows:
 - a. Props / Scenery:
 - b. Wardrobe / Costumes:
 - c. Lighting Equipment:
 - d. Sound:
 - e. Technical Equipment such as Computers, Electronics, Mechanical Equipment or Components:
 - f. Musical Instruments:
 - g. Furs (valued over \$1,000):
 - h. Fine Art, if any, should be explained and scheduled in detail:
 - i. Other Property – describe:
16. Name of the Payroll Service, if any.
17. Payrolls – give the **WEEKLY** payrolls and the number of weeks:
 - a. Actors:
 - b. Dancers:
 - c. Musicians:
 - d. Stage Managers:
 - e. Press Agent:
 - f. Others:
18. Insurance Audits- Contact name, phone, fax and email:
19. Please tell us how you referred to *Reiff & Associates, LLC*
20. Financial / Operating Expenses – Business Interruption / Extra Expense – **WEEKLY** costs and the number of weeks:
 - a. Theater Rental:
 - b. Payrolls:
 - c. Advertising:



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- d. Equipment Rental:
- e. Fixed or Guaranteed Costs:
- f. Office Overhead:
- g. Other – describe:

Calculation of Loss of Profits and Extra Expense Worksheet:

Number of Performances per Week: _____

Estimated Earnings per performance – Based on 100% in attendance/capacity

Gross Amount, per Performance	\$
Estimated operating expenses per performance (including minimum royalty pool payments)	\$
Net Figure, per Performance	\$

*Note the figure used on the policy will be a percentage of this figure

As a result of a major catastrophe to all scenery, equipment, costumes and the theater, you have to find a dark theater to continue the production, re-design the staging, choreography, lighting, etc. and reproduce costumes, sets and scenery. Estimate how many weeks will it take to have the show up and running again? _____

During that time, what will your continuing expenses be? Please complete the following schedule:

Payroll	\$
Advertising	\$
Office Overhead	\$
Press Agent	\$
Theater Rental	\$
Taxes, Pension & Insurance	\$
Royalties	\$
Other (start up costs, stage hands, supervisors)	\$
Other	\$
TOTAL	\$

We also recommend you clear the **Errors & Omissions** insurance application now or during photography period so any potential problems can be corrected. Please contact us for the application, instructions and title clearance information.

Additional information may be requested upon review and submission of the outlined information to the insurance carriers. Please call us with any questions, and thank you!