Each application consists of four parts, which require preparation prior to starting the application:

STEP 1: Prepare the Application Materials
STEP 2: Application Form
STEP 3: Upload Application Materials
STEP 4: Payment
Only Complete Applications will be considered.

EARLY SUBMISSIONS ARE STRONGLY ENCOURAGED.
The application window will close on March 2, 2018 at 11:59 PM PT.

Step 1: Prepare the Application Materials

This is the most involved and important part of the process. This is the material which we will consider in deciding your admittance to the conference. Take great care in preparing these files. We recommend that you prepare the listed materials, and have them ready before beginning the application process.

Please include the required materials for both your first *and* second Pre and Main Conference choices.

The required materials vary by strand. Please review the application preplists, located in the strand descriptions at the bottom of this page: http://theoneill.org/summer-conferences/puppetry/submit/

a. **Headshot:**
   A recent photo saved as an image file with the file name "First Name Last Name – Headshot"

b. **Document 1 – Resume/CV:**
   Below is the required information for this document. Once you have finalized the document, save it as a PDF with the file name "First Name Last Name – Resume." Please limit to one page.
   i. Your name, contact info, current occupation
   ii. Work and education history
   iii. Two References who can testify to the quality of your work and your character. Include their Full Name, Job Title and Organization, Contact (phone/email), and a brief description of your relationship to each Reference.

c. **Document 2 – Additional Materials:**
   Please answer the following questions. Once you have finalized the document, save it as a PDF with the file name "First Name Last Name – Additional Materials"
   iv. **History as a puppeteer**
      Are you a practicing puppeteer, either paid or not? Please briefly describe your history as a puppeteer, including the companies with which you have worked. If you have no experience as a puppeteer, please tell us about your interest in

puppeteering and any background that you believe relevant, such as: performer or visual artist.

    v. **Mini Manifesto on puppet theater** (no more than 500 words)

Why would you choose to use a puppet as opposed to an actor? How does the puppet relate to other theatrical elements, such as: scene, sound, narrative, and audience?

    vi. **Please tell us how you plan on contributing to the work of the conference and what you hope to achieve during your time.**

For applicants selecting the following Pre-Conference and Main Conference strands as second choices, please note the additional requirements:

    vii. **REQUIRED Work Samples (no more than 5 pages)**

For all applying to: *Your Voice in Comedy Writing* **with Michael Zigfeld Pre-Conference Strand; and** *Writing: Shape & Story* **with Martin Kettling Main Conference Strand.** Sample should include preliminary script drafts, outlines or storyboards, set and character designs, research notes, and source material.

For all applying to: *Video Anarchy* **for the Pre-Conference Strand**, sample should include possible storyboards for three films.

    viii. **Notes for applicants to Marionette Manipulation Main Conference Strand***
    We do not need evidence of these items within the initial application, but please be prepared to bring these materials if accepted to the strand

If accepted to this strand, you are required to bring the following materials:
- A complete (or partially complete) marionette that you feel comfortable modifying in areas of joints, stringing or controller
- Two choices of music (each 3 minutes or less) that you feel would make a good basis for a marionette scenario or routine.

STEP 2: Application Form
(https://sites.google.com/a/theoneill.org/national-puppetry-conference-application/)
Please read this overview carefully before beginning the online application. Navigating away from the application form before submitting will cause your application to be lost, and you will have to begin again. (Please note: The application form will not be live until January 25)

    I. Applicant Information
This section of the application should take about five minutes, with very little prep.
        a. You will be asked to provide the basic personal information we need to process your application such as name, contact info, and mailing address.
        b. You will also be asked about your history as a puppeteer including any history with the National Puppetry Conference or other O'Neill programs.

c. You will also have the opportunity to provide a link to a website or digital portfolio of your work.
d. You will be asked to indicate your preferences for attendance: Pre-Conference only; Main Conference only; or both. Depending on your selection, you will indicate your first and second choices of strands within each conference.

II. Housing Information
You will also be asked to provide some information which will help us host you should you be invited to attend, such as Gender, Date of Birth, Food Allergies/Dietary Restrictions, and any special Housing Requirements. *NOTE: This information will only be used to provide you with proper support during your stay. It will not be used in considering your admittance to the conference.*

III. Scholarship Application
You will have the opportunity to apply for a variety of scholarship options. This step is optional for all applicants (please review the list of available scholarships before completing this section of the application form).
e. You will be asked to rank the list of available scholarships. Rank the scholarship that best applies to you as 1, the next most applicable as 2, and so forth. Please leave blank scholarships that are not appropriate for you.
f. You will also be asked about past history of scholarships, your current financial situation, and any additional information you would like to share.

Once you have completed STEP 2 and hit "Submit," you will see a confirmation message that includes a URL to proceed to STEPS 3&4.

STEP 3: Upload Application Materials
Please read this overview carefully and make sure you have prepared the aforementioned materials. Remember to include the required materials for *both* your first and second Pre and Main Conference choices. Prepare the following three files:
a. Please upload your Headshot as an image file with the file name "First Name Last Name –Headshot"
b. Please upload your Resume as a PDF with the file name "First Name Last Name – Resume." Please limit to one page.
c. Please upload your Additional Materials as a PDF with the file name "First Name Last Name – Additional Materials." Please be sure to include appropriate required materials, if applicable.

STEP 4: Payment
This step should take less than five minutes. There is a $35.00 USD application fee for all applications. You can pay via either PayPal or check.
a. If paying via PayPal, please type the Applicant Name into the text box and hit "Add to Cart" to continue to our PayPal page. Once payment is complete, PayPal will give you an immediate confirmation.
b. If paying by check, checks must be made out to: Eugene O'Neill Theater Center with "National Puppetry Conference" in the memo line. Please also include a note with the name of the applicant for whom the fee is being paid (if not the same as the check issuer). We will confirm receipt of check once deposited.

That's it! Those are the four steps needed for a complete application. Only when you have assembled this document and prepared the rest of your information do we recommend beginning the application process**.**

If you have any trouble, feel free to call us at 860.443.5378, ext 227. You can also reach us by email at puppetry@theoneill.org.