

## **WORKSHOP GUIDELINES**

### **Casting Director Workshops**

USE OF THESE GUIDELINES IS FOR GUIDANCE ONLY. IT DOES NOT CONSTITUTE CGA ENDORSEMENT OF ANY WORKSHOP

#### **Overall:**

It is of significant concern to the CGA members that in the past workshops have been presented as a means for an actor to audition for a certain casting director.

The CGA fully appreciates this is often the motivation for an actor to take a workshop, but this demeans the input, knowledge and skills of the casting director.

These guidelines have been developed to ensure any workshop run by a CGA member is presented as an opportunity for the actor to enhance their craft, and not merely gain access to additional audition opportunities alone.

### **CGA Members will**

1. Agree with the Workshop Producer in advance the format of the workshop.
2. Supply script pages as required, either at the session or emailed in advance (unless the actors are to do their own prepared pieces).
3. Provide a traditional workshop which is likely to cover some of the following:
  - If reading is included in the workshop, the Casting Director may individual critiques, performance adjustments and/or feedback. This critique and feedback being of more than a superficial nature.
  - Audition techniques.
  - The business of Acting.
  - Office etiquette.
  - Demystifying the audition process.
  - How casting procedures can differ between Film, Television, Theatre, Commercials, at home and abroad
  - General advice on seeking representation.
  - Open forum Q and A.
  - General industry trends in casting.
  - Review of Photo's and C.V.'s.
4. It is at the discretion of individual Casting Directors as to whether they accept photos and C.V.'s at the end of a session. Their choice should be announced at the start of the session.
5. CDGA Members will not use workshops to conduct auditions or job interviews. If it appears that the purpose of the workshop may be for the casting of some or all of the participants, rather than for instruction, the Workshop Producer is free to cancel the session and refund any fees paid by the participants.

**The Workshop Producers will:**

1. The Workshop Producer will limit the number of participants.

To ensure that individuals receive a fair amount of attention. To the suitability of the premises - to ensure that participants are not working in cramped or uncomfortable conditions. As a guide, an absolute maximum would be 20 participants for a four hour workshop

2. The Workshop Producer shall provide the CGA Member with the following information

- The names of the owners providing the workshop
- A copy of all promotions for the workshop, showing what the actors have been promised.
- The cost to the actors for the workshop
- A list of attendees in advance of the workshop.

3. Casting Director Fees

All fees are negotiable, however, they should be based on remuneration for time commitment and expenses incurred. They should not be so excessively high as to impact on the affordability for attendees.

4. Video

If a Workshop Producer desires that a session be recorded the Workshop Producer must agree in advance with the CGA Member the filming and usage plans. Though it assumed the actors will receive a copy of the video, any other release is subject to the written approval of the CGA member. The Workshop Producer must obtain written permission from the Casting Director for recording to take place.

5. Workshop Producers shall list the following information whenever the Casting Director's name is used in any promotional material (e. g. advertisements, websites) regarding the workshop:
  - Name/professional affiliation (CGA).
  - Current title, office. (as applicable).
  - Representative past credits and current credits
  
6. The Workshop Producer shall not represent in any manner, either singly or collectively, in advertising or otherwise
  - That their attendees have been successful in gaining auditions interviews or employment as a result of meeting a Casting Director through a workshop.
  - That Casting Directors have a preference for hiring or interviewing attendees at a particular workshop.
  - That the workshop has a purpose other than an educational one.

## Disclaimers

1. The Workshop Producer must include the following Disclaimer in all their advertising be it on their website or paid advertising and have them clearly displayed on their website where actors enrol. The Casting Director will – at their absolute discretion - read the following Disclaimer at the beginning of the Workshop:

“The intent of the workshop is educational and should not be considered a job interview or audition.

Attending workshops is not a way to obtain employment as an actor.

The presence of a Casting Director is neither a guarantee nor a promise of employment. Contact with a Casting Director at a workshop rarely results in any further contact with that Casting Director or any company affiliated with that Casting Director."

2. All audition scenes should carry the following at the top of each page, or as an attachment to the scenes they are given:

"Actors attending this workshop understand that the presence of a Casting Director is not a guarantee or promise of employment. All actors should further understand that the intent of this class is solely educational and not a form of job interview or audition."

3. Adhering to the CGA workshop guidelines does not permit the use of the CGA logo on any materials including websites.