

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 a concern to the CGA members that, in the past, some workshops have been advertised as a means for an actor to audition for a casting director.

The following 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. By working on good material in a safe space the actor will be learning from the skills and knowledge of the Casting Director.

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 give 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. CGA Members will not use workshops to conduct auditions or job interviews.

The Workshop Producers will:

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

For a four hour workshop, to ensure that individuals receive a fair amount of attention, the preference would be 12 participants with an absolute maximum of 20 participants.

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

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 assumes that the actors will receive a copy of the work, any other release is subject to the written approval of the CGA member.

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 may, at their absolute discretion, read the following Disclaimer at the beginning of the Workshop:

"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."

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