



**CASTING DIRECTORS' GUILD WORKSHOP GUIDELINES amended March 2024**  
**Use of the Guidelines is for guidance only and does not constitute endorsement of any specific workshop**

**Conditions for Workshop Producers**

1. The Workshop Producer will limit the number of participants:
  - To the time available - to ensure that individuals can get a fair amount of attention – either in the room or online platform (e.g Zoom).
  - If in the room, to the suitability of the premises - to ensure that participants are not working in cramped or uncomfortable conditions.
2. The Workshop Producer shall provide the CDG Member with the following information:
  - The name(s) of the owners and staff of the workshop.
  - A representative list of prior instructors.
  - The cost to the actors for the workshop.
  - A list of attendees in advance of the workshop.
3. Fees
  - All CDG member fees are negotiable. However, they should be based on remuneration for time commitment and expenses incurred.
  - Members should ask what cost is being charged to attendees. These costs should not be so excessively high as to impact on the affordability for attendees.
4. Video / Online recording
  - If a Workshop Producer desires that a session be recorded the Workshop Producer must agree in advance with the CDG member the filming and usage plans.
  - The Workshop Producer must obtain written permission from the CDG member and all participants for recording to take place.
5. Workshop Producers shall list the following information about each CDG member conducting a Casting Workshop whenever the CDG member's name is used in any promotional material (e. g. advertisements, websites, social media) regarding the workshop:
  - Name/professional affiliation (CDG).



- Current title.
- Representative past credits and current credits (as applicable).
- Casting experience (number of years and when) (as applicable).

Workshop producers must **ONLY** use the CDG member's name on promotional material and must ensure that any promotional material, including images, graphics, credits etc, accurately reflects the CDG member's role on any project mentioned. Only the name of the CD/Associate/Assistant should be used in publicity and not the name of the CD they may work for. The CDG member's CV should be made available to all workshop participants.

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 CDG member through a workshop.
  - That certain CDG members have a preference for hiring or interviewing attendees at a particular workshop.
  - That the workshop has a purpose other than an educational one.

#### **CDG Members will:**

1. Provide the Workshop Producer in advance with a full copy of the latest Workshop Guidelines for them to forward to the workshop participants.
2. Agree with the Workshop Producer in advance the format of the workshop.
3. Not offer and charge actors **directly** or **indirectly** for 1-2-1s.
4. Not offer and charge actors **directly** for group classes or workshops.
5. Not participate in any **PAID** 1-2-1 meetings organised by a third party/workshop producer or, as stated above, by the CDG member directly.
6. **ONLY** use their own name on promotional material (e. g. advertisements, websites, social media). The names of CDs the member might work for (as Assistant/ Associate) should not be included in any promotional material. Specificity in terms of credit and name are important, for the member but also for the actors who pay/attend the workshop.
7. Be mindful about the level of their experience and consider how qualified they are to run workshops. We suggest the member has at least 2 years professional experience of auditioning actors in the room.



8. Provide the Workshop Producer with a CV so as to be transparent about their level of casting experience.
9. Supply script pages as required, either at the session or emailed in advance (unless the actors are to do their own prepared pieces).
  
8. Provide a traditional workshop which is likely to cover most of the following:
  - If reading is included in the workshop, the CDG member will provide individual critiques, performance adjustments and/or feedback. This critique and feedback being of more than a superficial nature.
  - Audition techniques.
  - Guidance on auditions taking place online (e.g via Zoom).
  - The business of Acting.
  - Office etiquette.
  - Demystifying the audition process.
  - Self-tapes
  - How casting procedures can differ between Film, Television, Theatre, Commercials, at home and abroad etc.
  - General advice on seeking representation.
  - Open forum Q & A.
  - General industry trends in casting.
  - Review of Photos and CVs.
9. Advise at the start of the workshop that they will not be taking any student/actor CVs or headshots, business cards, showreels, other electronic media, other promotional material, or any links.

All promotional material may be provided for use during the workshop *only* and must be returned to the student/actor at the conclusion of the workshop.
10. 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.

## **Disclaimers**

1. The Workshop Producer must forward the following Disclaimer to all workshop participants in advance of the workshop and must also include the 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 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. It is a learning / educational experience. The presence of a CDG member is neither a guarantee nor a promise of employment.***
2. Actors signing up for a workshop accept the following Disclaimer:
    - ***I understand that the presence of a CDG member is not a guarantee or promise of employment. I further understand that the intent of this class is solely educational and not a form of job interview or audition.***
  3. The Workshop Producer shall post these Guidelines in plain view at its premises where they can be easily read by workshop participants or present them to the workshop participants before any online workshop.
  4. Adhering to the CDG workshop guidelines does not permit the use of the CDG logo on any materials including websites.