



CASTING DIRECTORS' GUILD
WORKSHOP GUIDELINES amended 2015
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.
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 charge 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 CDG Member the filming and usage plans.
The Workshop Producer must obtain written permission from the Casting Director and all participants for recording to take place.



5. Workshop Producers shall list the following information about each Casting Director conducting a Casting Workshop whenever the Casting Director's name is used in any promotional material (e. g. advertisements, websites) regarding the workshop:

Name/professional affiliation (CDG).
Current title, office. (as applicable).
Representative past credits and current credits (as applicable).
Casting experience (number of years and when) (as applicable).

Workshop producers must ensure any promotional material, including graphics, credits etc should accurately reflect the Casting Directors' role on the project mentioned ie if the Casting Director worked as an Associate on a particular project, rather than as Casting Director, permission must be sought from the original CD.

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 certain 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.

CDG 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 most of the following:
 - A reading of the Disclaimer (see below) plus any Q&A's.
 - If reading is included in the workshop, the Casting Director will provide individual critiques, performance adjustments and/or
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 - 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 etc.
 - General advice on seeking representation.
 - Open forum Q and A.
 - General industry trends in casting.
 - Review of Photo's and C.V.'s.
4. The CD must advise at the start of the workshop that they will not be taking any student/actors CV or headshots, business cards, showreels, DVD, 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.

5. CDG 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.

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 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. It is a learning / educational experience. 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. Actors signing up for a workshop accept the following disclaimer:

"I understand that the presence of a Casting Director is absolutely 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.

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