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Starlight, Actors Workshops, LLC  
dba ITA Productions  
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Starlight, Actors Workshops, LLC dba ITA Productions IS A TALENT TRAINING SERVICE.

All classes and training are intended for professional working actors who are of at least 18 years of age.

**TERM:**

Contract Valid for ONE YEAR from the time dated and signed, and to be renewed each year by both parties. This contract will not be automatically renewed.

**DESCRIPTION OF SERVICES OFFERED:**

ITA Productions offers many kinds of events, such as:

1. Standard Cold reading Workshop: One industry guest, Q&A, Cold read.
2. CD Double: 2 industry guests, Q&A, Cold read.
3. Workshop Intensive: Can be structured various ways according to the individual instructor.
4. Talent Blast: These events are generally conducted like a "showcase" and are not considered a regular workshop. Scenes/monologues are generally prepared, and often memorized. (A detailed description follows this heading.)

FORMAL DESCRIPTION OF SERVICES BELOW, LISTED UNTER CLASS TYPE INFORMATION.

**SCHEDULE:**

Workshops, Intensives and Talent Blasts are offered on Weekdays, Weeknights and Weekends. Standard weeknight workshops are Monday, Tuesday, Wednesday and Thursday with either a 6:45, 7:15 or 7:45 P.M start time, however, some daytime workshops are offered as well and will be posted on line on our calendar. Standard Weekend workshops are Saturday with a 9:45am, 12:45pm and 3:15pm start time, and Sunday with a 10:45am or 1:15pm start time.

**CLASS TYPE INFORMATION:**

**1. Standard Cold Reading Workshops:** Class size is limited to 24 actors, although some classes are limited to less due to industry request. Classes last generally no longer than 2 and a half (2 1/2) hours depending on the size of the class. The cost is between \$31 and \$39 There is a period of Q&A, cold reading of scenes and industry feedback and re-direction of cold read scene.

Cancellation deadlines are either 48 hours or 72 hours prior to the class. Please note the cancellation deadline of each individual standard cold reading workshop.

**2. CD Double Cold Reading Workshops:** Format is the same as Standard Cold Reading Workshops but includes the presence of 2 Industry Guests. The cost is between \$39 and \$48. Cancellation deadlines are always 1 week for CD Double cold reading workshops. Please note the date and time of each CD Double workshop you enroll for.

**3. Workshop Intensive:** Class size is limited to 20, although some classes are limited to less due to industry request. Classes generally last between 3-8 hours depending on size of the class. These classes delve deeper into cold-reading techniques, scene preparation, audition skills and much more. The cost is between \$35 and \$40. Cancellation deadlines vary by class for intensives, but are generally 48 hours to 72 hours depending. Each cancellation deadline is clearly posted on individual workshop intensive class notices. Please note the cancellation deadline before enrolling for a workshop intensive.

**4. Talent Blast:** Class size is limited to 12 scene partnerships and 10 monologues. Talent Blasts are a mixture of scenes and monologues; some prepared (off script); some presented as prepared cold reads (with script in hand). There are 5 to 8 industry guests who view the program. We guarantee at least 5 industry guests. The word of the hour is FUN! There is food and drink, and always great camaraderie. Industry guests will provide written feedback and re-direction suggestions at the conclusion of the show so actors can better adapt their skills and scene or monologue performances.

#### **DETAILS:**

\$69 for scenes/\$74 for monologues

You must state what you are doing - a scene or a monologue - when you sign up. Scenes limited to 4 minutes, monologues limited to 3 minutes

If you are doing a scene, you must let us know the name and phone number of your scene partner and if they are an ITA member. You are permitted to have a partner who is not an ITA member; however, they must abide by the same rules as ITA members.

You **MUST** have yourself and your partner enrolled by the cancellation deadline, if you do not, you may lose your spot and will still be financially responsible.

If you need a scene and/or a scene partner, please let us know when you sign up. We will be glad to help pair you up and give you scene suggestions; just let us know if you prefer comedy or drama.

**THERE IS A ONE WEEK CANCELLATION POLICY WITH TALENT BLASTS. YOU MUST CANCEL ONE WEEK IN ADVANCE OR YOU WILL BE CHARGED.**

Please let us know if you are doing a comedy or a drama.

If you wish to be at a particular place in the line up, you must tell us at least 48 hours in advance and we will do our best to accommodate you.

Please plan to stay for the whole event.

## **BONDING REQUIREMENTS:**

Starlight, Actors Workshops, LLC dba ITA Productions is bonded by The Hartford Insurance. Our bond number is 72BSBFS6459 and has been filed with the Labor Commissioner.

## **QUALIFICATIONS:**

Auditions are required for anyone wishing to join ITA Productions. Anyone considering an audition must be at least 18 years of age and be able to provide legal proof of age. Check the website, at [www.itaproductions.com](http://www.itaproductions.com) for details and audition dates.

New memberships are on a 60 day trial basis.

We reserve the right to review any ITA membership at any time.

There is a \$45 processing/new member fee for those accepted. Upon paying this fee, you are accepting and agreeing to all the rules and guidelines of ITA, and to this contract.

New applicants will be notified within 24 hours of their audition.

In order to remain an active member of ITA once accepted, members must:

- Take at least one of the following in a calendar year: Standard Cold Reading Workshop, CD Double, Workshop Intensive or Talent Blast.
- Pay the annual \$30 fee

## **ANNUAL FEE:**

A \$30 fee is due annually to maintain active membership which will allow you access to our members' calendar and full access to all classes offered by ITA. You will be able to manage your account online including all class enrollment and cancellations. You will be notified online when you register for classes when your anniversary date comes up and will be required to give authorization for payment to maintain an active membership.

## **RESERVATIONS:**

1. All reservations and cancellations for "IN THE ACT" (ITA) workshops must be made in one of the following ways:

Online at [www.itaproductions.com](http://www.itaproductions.com)

Email: [staff@itaproductions.com](mailto:staff@itaproductions.com)

Fill out a "workshop sign-up card" at a workshop

Fax your request to (310) 839-8313.

2. No reservations/cancellations made verbally through ITA staff members at workshops can be accepted. **You must sign up/cancel online, call the ITA hotline, Fax to 310-839-8313 or put it in writing and mail to**

**ITA Productions**

**10820 W. Washington Blvd.**

**Culver City, Ca 90232**

3. All online registrations have instant confirmation at the time of sign up. OR- If the workshop is full, you will be notified that you are waitlisted at the time of sign up.
4. If you Call in or Email a registration please know --

ITA DOES NOT CALL TO CONFIRM YOUR RESERVATIONS.

We only call if you are waitlisted.

PLEASE DO NOT REQUEST THAT WE CALL AND CONFIRM A BOOKING AS THERE ARE NO EXCEPTIONS! (If we confirmed reservations, our operating costs would escalate exponentially, so please do not ask.

Thanks.)

5. If you have not heard from us within 48 hours (excluding weekends & holidays) consider yourself confirmed.
6. For SAME DAY workshop reservations or on Friday for Saturday/Sunday workshops, you must either sign up online, or leave a message on the ITA hotline at 310-839-8311. DO NOT EXPECT A CONFIRMATION CALL!
7. It is your responsibility to know what workshops you schedule and the time of those workshops. Your online profile calendar will reflect the workshops you have scheduled. Please do NOT call or email a request of registered workshops. We have over 150 members attending each week, which makes it impossible for us to keep track of individual schedules.
8. Some workshops allow prepared work. That information is available on the calendar. FOR THESE WORKSHOPS, YOU MUST NOTIFY US WHEN YOU BOOK THE WORKSHOP THAT YOU WILL BE DOING PREPARED WORK. IF YOU CHOOSE A SCENE YOU WILL HAVE 4 MINUTES AND YOU MUST TELL US WHO YOUR PARTNER IS. IF YOU CHOOSE A MONOLOGUE, YOU WILL HAVE 3 MINUTES, THESE WILL BE TIMED!
9. **VERY IMPORTANT:** WHEN RESERVING A SPOT IN AN INDUSTRY DOUBLE WORKSHOP (2 INDUSTRY GUESTS), PLEASE MAKE SURE THAT YOU WANT TO SEE **BOTH** OF THE INDUSTRY GUESTS, AS IT IS POSSIBLE FOR ONE OR THE OTHER TO HAVE TO CANCEL LAST MINUTE. IN SUCH ACASE, THE PRICE WOULD BE ADJUSTED ACCORDINGLY.
10. When you reserve a spot in a workshop by phone or email, always leave:
  - your name and spelling of your name,
  - phone number,
  - the date and time of the workshop you want and
  - The name(s) of person(s) you wish to see.

## **PAYMENTS:**

1. You must PRE-PAY for all workshops. In order to sign up for any workshop, either online or by email or phone, you must have money in your account to pay for the workshop.

2. To add money to your account you can:
  - Fill out a credit card authorization form and call or email in a request to use the card on file
  - Come in the office between 12-3 Monday-Friday  
10820 W. Washington Blvd.  
Culver City, CA 90232and pay with cash, credit card or check
  - Mail in a check to the office
3. If mailing payments in advance, please address to:

ITA Productions  
10820 W. Washington Blvd.  
Culver City, CA 90232
4. If using a credit card for payment, a receipt will be sent via email.

\*\*\*\*Please note: it is the actor's responsibility to maintain his/her own payment receipts for tax and/or accounting purposes, as ITA cannot provide them at a later date.\*\*\*\*
5. There is a \$25 fee for each bounced check.

#### **DISCOUNT/CREDIT OPPORTUNITY:**

1. **FREQUENT FLYER:** If you take 6 workshops within ONE calendar month (ie. May 1st – May 31st NOT May 5th – June 5th) you will receive a \$10 dollar credit to your account.

\*\*This will not automatically take place, it is YOUR responsibility to notify the office when you have completed your 6 workshops in one month's time. You must actually "take" 6 workshops – not just reserve them (in case of cancellations), the 6 classes need to be listed in your "past classes" section on your home page.

#### **CANCELLATIONS:**

- Because we offer different types of classes, training and seminars besides the standard cold reading workshops, all events have unique cancellation periods. Please check each individual event's cancellation date and time. It is your responsibility to know the cancellation date of each class you sign up for.
- Cancellation deadlines are clearly stated on each class posted on our calendar. Please review the cancellation deadline prior to enrolling for a class.
- **YOU ARE FINANCIALLY RESPONSIBLE FOR ANY WORKSHOP NOT CANCELED IN TIME WITHIN THE REQUIRED TIME PERIOD.**
- All back debt need to be paid within a 2 week period or you will not be allowed to attend workshops.

#### **REPLACEMENT POLICY:**

YOU MAY REPLACE YOURSELF WITH ANOTHER ITA MEMBER, BUT MUST NOTIFY ITA OF THE NAME OF THE PERSON WHEN YOU CALL IN TO CANCEL AND MUST TAKE THE RESPONSIBILITY TO COLLECT THE MONEY FROM THEM, IF THEY DON'T PAY AT THE WORKSHOP, AS IT WILL STILL HOLD YOU FINANCIALLY RESPONSIBLE. IF YOU DO NOT GIVE US A NAME WHEN YOU CALL IN, ITA WILL TRY TO FILL THE SPOT AND YOU WILL STILL BE CHARGED.

### **REFUNDS:**

We will gladly refund any money from your ITA account back to you, when you are in compliance with our cancellation policy on a class to class basis. Successfully cancelled workshops will result in a credit to your ITA account and is available for full refund.

1. **Refund by Check:** A check will be issued to you for the full amount you request. This check can be mailed or available for pick up in the office.
2. **Refund to Credit Card (over \$50):** Any refund requested back to a Credit Card **\$50 or Over** will have a fee of 3% and will be subtracted from the full amount you request, then credited to your Credit Card.
3. **Refund to Credit Card (under \$50):** Any refund requested back to a Credit Card **UNDER \$50** will be processed with no fee. The full amount you request will be refunded to your Credit Card.

### **PRICING:**

Class prices are based on Industry honorariums, as well as class size.

### **PICTURES & RESUMES:**

- Actors are responsible for bringing the appropriate amount of photo(s)/resume(s) to each workshop(s).
- Please arrive early to get your picture(s) in the packet(s) before the instructor(s) arrive(s). Once they arrive, they often immediately start the process of assigning scenes. Being late means being the last to be assigned a scene!
- All headshots and resumes will be returned to you at the conclusion of any workshop you attend.

### **TIME POLICIES:**

- *Please* BE ON TIME & PLAN TO STAY THE ENTIRE CLASS.
- ACTORS ARRIVING MORE THAN 10 MINUTES AFTER THE SCHEDULED START TIME WHO HAVE NOT CALLED THE "DAY OF" NUMBER (310-839-8311) ALERTING ITA THAT YOU WILL BE LATE, ARE SUBJECT TO LOSING THEIR SPOT TO A STANDBY PERSON and you will still be financially responsible for that workshop.
- ANYONE MORE THAN 15 MINUTES LATE RISKS LOSING THE OPPORTUNITY TO READ.
- Consistent lateness or early departure will result in membership suspension! Professionalism counts at ITA!

- It is your responsibility to know which workshops you schedule and the time of those workshops.

### **PROFESSIONALISM:**

ITA members are known industry-wide for their talent and professionalism. Please honor that reputation during your time at ITA. Conduct yourself courteously and professionally with all our instructors, guests, monitors and staff members. Lack of professionalism will result in membership suspension.

### **STANDBY PROCEDURE:**

Standbys replace those actors who are more than 10 minutes late or who don't show.

- Standbys are taken in a "first-come-first-serve" basis. You cannot phone in your standby status. (Arrive early to be the first, notify the monitor, and sign the sign-in sheet!)

### **GUEST ADDRESSES:**

Guest Addresses are available only at the workshops. Please get them at the time of the workshop as ITA does not keep them on file and will be unable to provide them to you once the workshop is over.

### **CHANGES TO CLASSES:**

Because workshops are booked in advance, ITA Productions is not responsible for any changes in our guest's casting assignments or affiliations. You are responsible to attend & pay for any workshop you enroll in - despite such changes, unless you cancel within the specified cancellation deadline for that class.

For various valid reasons, an industry guest may request that ITA provide scenes. Sometimes it can be a last minute request. There are numerous reasons why this may occur.

When this occurs, we will inform the actors in the class as soon as we know, or we will post it on the calendar, however, the cancellation time still applies. So, if this change happens after the cancellation deadline, you cannot cancel without being charged. ITA will, however, do all we can to accommodate you and assure that you get a good scene. You are welcome to bring a scene of your choice and we will try to find someone right for the scene as your partner. We will be limited to those enrolled. If there is room in the class and you have a partner whom you'd like to bring in and that person is willing to pay for the class, it is permitted.

### **STUDIO LOCATION:**

10820 Washington Blvd. (2 blocks west of Overland). Actors are not permitted to park in our lot as all the spaces in our small lot are reserved for industry and staff.

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**FOR AN ARTIST. Starlight, Actors Workshops, LLC dba ITA Productions IS PROHIBITED BY LAW FROM OFFERING OR ATTEMPTING TO OBTAIN AUDITIONS OR EMPLOYMENT FOR YOU. IT MAY ONLY PROVIDE YOU WITH TRAINING. FOR MORE INFORMATION, CONSULT CHAPTER 4.5 (COMMENCING WITH SECTION 1701) OF PART 6 OF DIVISION 2 OF THE LABOR CODE. A DISPUTE ARISING OUT OF THE PERFORMANCE OF THE CONTRACT BY THE TALENT SERVICE THAT IS NOT RESOLVED TO THE SATISFACTION OF THE ARTIST SHOULD BE REFERRED TO A LOCAL CONSUMER AFFAIRS DEPARTMENT OR LOCAL LAW ENFORCEMENT, AS APPROPRIATE.**

#### **YOUR RIGHT TO CANCEL**

**You may cancel this contract and obtain a full refund, without any penalty or obligation, if notice of cancellation is given, in writing, within 10 business days from the above date or the date on which you commence utilizing the services under the contract, whichever is longer. For purposes of this section, business days are Monday through Friday. To cancel this contract, mail or deliver or send by facsimile transmission a signed and dated copy of the following cancellation notice or any other written notice of cancellation to Starlight, Actors Workshops, LLC dba ITA Productions at 10820 W. Washington Blvd, Culver City, CA 90232, fax number 310-839-8313, e-mail address [staff@itaproductions.com](mailto:staff@itaproductions.com), and Internet Web site address [www.itaproductions.com](http://www.itaproductions.com), NOT LATER THAN MIDNIGHT OF (date). If the contract was executed in part or in whole through the Internet, you may cancel the contract by sending the notification to: [staff@itaproductions.com](mailto:staff@itaproductions.com)**