

## ITA MEMBERSHIP GUIDELINES

### QUALIFICATIONS:

Auditions are required for anyone wishing to join "IN THE ACT" (ITA).

Check the website, at [www.itaproductions.com](http://www.itaproductions.com) for details

New memberships are on a 60 day trial basis.

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

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.

This also gives you your own web page on Casting911.com for 1 year.

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 workshop a year
- Pay the annual \$30 fee
- Have a current Casting911 profile

### CASTING911:

Casting911 is an interactive internet resource that the casting industry uses to search for actors. ITA utilizes Casting911 to transmit actor headshots and profile information to our instructors.

Casting911 also publishes a book twice yearly which is given to every visiting instructor. Cost for the book is currently \$50/issue (subject to change). ITA members must have a current Casting911 on-line profile before being admitted into the book.

Casting911 is required to maintain active status as an ITA member.

### ANNUAL FEE:

A \$30 fee is due annually to maintain active membership which will also include one year on Casting911. You will be notified via email when your anniversary date comes about, 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 or put it in writing.** We get too busy and tend to forget.
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 and a second message @ 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 and 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 their 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.

#### **REFUNDS:**

We will gladly refund any money from your ITA account back to you.

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 along with travel time and expense, as well as class size.

#### **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)
2. **INDUSTRY REFERRAL:** ITA is committed to bringing you the highest caliber of guests possible and takes pride in its strong line-up. If you know an Industry Contact that would be a valuable contribution to our membership, meets state requirements, and someone who we are unable to attain on our own, please email us:
  - the person's name
  - company title
  - position
  - current project(s)
  - contact numbers and/or email
  - your relationship to them
  - and any other information you think is valuable

Once the workshop with that Industry Guest has been completed, you will receive a credit of \$30 to your account.

## EVENT TYPES:

In The Act produces 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. Academy Class: These classes generally run more than one day, however some Academy Classes are "intensives" and may run longer than a regular workshop.
5. 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.)
6. Agent Fest: 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.)
7. Specialty Class: examples include: "Lembeck comedy workshop", "Business of the Business", "Building your Career", et al.

## TALENT BLAST:

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.

### 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.**
- **PICTURES ARE DUE 3 DAYS IN ADVANCE!** (if you are going to be late the day of.)
- 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 or you will lose the privilege of choice.
- Please plan to stay for the whole event.

## AGENT FESTS:

Agent Fests are a mixture of scenes and monologues; some prepared (off script); some presented as prepared cold reads (with script in hand). There are 4 agencies invited. There is a brief question and answer period before jumping into the work and further questions afterwards.

### DETAILS:

- \$55 for scenes/\$60 for monologues - (add \$5 for each agency representative over 4).
- 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 AGENT FESTS. YOU MUST CALL 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 or you will lose the privilege of choice.
- Please plan to stay for the whole event.

#### **CANCELLATIONS:**

- Because we offer so many other venues 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.
- YOU ARE FINANCIALLY RESPONSIBLE FOR ANY WORKSHOP NOT CANCELED IN TIME.
- Canceled workshops and all back debt need to be paid within a 2 weeks 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.

#### **COMMUNITY CHEST:**

Because of the high caliber membership at ITA, we like to encourage each other by posting what's going on in your life.

- This will include a section where you can let us know of bookings, all auditions and any theater.
- And a community section where you can share engagements, birth announcements, items for sale, roommates needed, any helpful tips for members, etc.

#### **PICTURES & RESUMES:**

- Actors are responsible for bringing in 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!
- Online breakdowns are provided to Industry for each workshop through Casting911, it is important to keep your headshot and resume up to date, as they will be viewing these breakdowns before and after every 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 In The Act. 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. However, we highly recommend that all professional actors subscribe to the CD Directory.

### **CHANGES:**

Because workshops are booked in advance, "In The Act" 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.

Due to a variety of 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, including but not limited to: )

- A CD may be extremely busy
- A CD might be running a casting session out of a new location
- Or because they are moving offices and their scenes are packed up

When this occurs, we will inform the actors in the class as soon as we know, or we will post it on the web, 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 who you'd like to bring in and they are 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.

### **DISCLAIMER:**

ITA is one of the most successful Workshops in Los Angeles. We have a very select screening process which has given us an "Industry Respected" core of talented professional actors. Because of their activity at ITA, acting classes, On camera Film & TV courses, performance in area theater, representation, and overall experience - many of our members work constantly. It is not our intention to take credit for any of our actors career success stories. Our members work very hard to keep their acting muscle in good shape and conduct their career like the business it is.

Workshops are not job interviews or auditions, and the presence of a Casting Director is neither a promise or guarantee of employment or an audition. Contact with an Industry professional solely through a workshop in and of itself rarely results in a contract with the guest or the production company they represent.