

the studio

ORIENTATION PACKET

2019 Coaching Rates

Members of “*thestudio*”:

Hourly - \$75.00

Half hour - \$50.00

Non-members:

Hourly - \$100.00

Half hour - \$75.00

Private coaching for ongoing work in feature film, network television, union cable television or full-pay Equity Theater:

Hourly - \$100.00

Half hour - \$75.00

All recorded video auditions for any union or non-union paid performances (Includes additional coaching during the filming of audition)

Hourly - \$75.00

Half hour - \$75.00

All directed performances for reels, short films etc.:

Hourly - \$100.00

(Minimum of 5 hours per day)

Please note: Unlike many other acting coaches, there is no charge for travel time to or from your location or any third-party locations.

If you have any questions, please feel free to contact me.

Warmest,

Manuel E Urrego

thestudio

Administration Guidelines

- Consistent attendance to class
- Consistent scene work
 - Specifically assigned in-class work and for appropriate casting
- Rehearsals –
- Continued comprehension and application of The Technique and the Check List.
- Consistent Attendance to Admin Group

Goals

1. Personal Desk:
 - a. For your professional and artistic work only
 - b. Clean and Organized
 - c. Visual board suggested
2. Financial Independence –
Free to pursue your craft with no outside influence (long term goal)
3. Establish a Savings Account for:
SAG-AFTRA Union Membership - Current cost is \$3,000
(In case you must join on short notice – required for some bookings)
4. Quality Reel:
Minimum of 2 Minutes.
Includes: Acting, Editing, and Writing
5. Demo Reel Completed – Seek Commercial and Theatrical Representation
6. Memberships to:
 - a. L.A. Casting
 - b. Actors Access and Showfax
 - c. Casting Network and Now Casting
 - d. IMDB PRO (Create Actor's page also)
7. Detailed Resume:
Theatrical and Commercial Experience and Training

8. Professional Headshots:
Theatrical and Commercial
9. Establish professional relationships with all appropriate casting offices
10. Create and develop lists of relevant and admired professionals you wish to work with now and in the future.
11. Consistent commitment to well-being;
Healthy eating, proper sleep and daily exercise
12. Take dance and voice classes as needed.
13. Develop a rudimentary ability to edit computer and basic editing software
14. Create and develop lists of relevant and admired professionals you wish to work with now and in the future.
15. Time management – Become proficient at time management. Use a day timer (app or both), a vital tool both personally and professionally.
16. Stay current with the Industry
 - a. Read Trade Papers: The Hollywood Reporter, Backstage and Variety
 - b. Visit the following websites: Deadline, IndieWire, The Wrap, and Box Office Mojo
17. Continued exposure to film, TV, Cable, Theater, and Online streaming work. Become well versed in the history of acting and its foundations.
18. Attend creative and artistic venues; movies, art galleries, museums, theater and dance performances, etc.
19. Read – Keep an open mind. Read everything. Learn.
20. Always give from the heart.

Become a Renaissance person; well educated, sophisticated, talented and knowledgeable in many different fields of study like Leonardo Da Vinci, the most famous Renaissance person.

2019 thestudio LOA Guidelines

LOA-Leave of Absence

Our goal at thestudio is for all its members to strive to work professionally in Union and Non-Union projects. As the studio continues to grow, we expect the requests for LOAs to grow as well. It is important to follow all guidelines accordingly.

thestudio LOAs are granted for:

- Paid acting work (Union and Non-Union) in film, television, cable, streaming or equity theater
- Paid work (Union only) in Directing, Producing and Writing (stricter guidelines apply; will be discussed upon approval)
- Medical leave –evaluated on a case-by-case basis.

thestudio LOAs apply to:

- Work dates only
- Travel outside of the US
- Medical leave – dates TBD and discussed

thestudio Member must:

- Completely fill out LOA request form
- Submit LOA request form on time for consideration and/or approval
- Be responsible for all scheduled scene slots (follow booking guidelines) This is **YOUR** responsibility
- LOAs will not be granted if not completed or submitted on time.

Please note:

We have priced tuition for classes such that thestudio operates on very tight margins. We will not raise our tuition to cover non-acting related LOAs. We will close the working number of members at 67; capping our income. Each membership supports the financial health of thestudio.

The broad and ambiguous guidelines necessary for granting LOAs across the spectrum of related artistic fields would be impossible to manage, organize, prioritize and be fair and equitable for all.

We have members in thestudio that are dancers, painters, teachers of music and dance, choreographers, singers, musicians, comedians, writers, directors, producers etc. If we granted them the ability to pursue these areas of training or work on LOAs, thestudio would lose its focus and purpose.

We would need 80-90 working members in order to be able to meet our fiduciary responsibilities or conversely raise our tuition, which we will not do.

thestudio Class Exercises

1. CREATING AN ENVIORMENT
2. SONG AND DANCE
3. PERSONAL MONOLOGUE
4. PICTURE EXERCISE
5. AUDITION EXERCISE
6. IMPROVISATION EXERCISE
7. RELAXATION EXERCISE
8. SHOOT
9. YOU DID IT. I DIN'T DO IT

Booking Guidelines

Basic information

- There will be 4 to 5 scene slots per night (exercises may be inserted from time to time).
- Booking scenes will take place primarily 30 minutes prior to the start of class.
- The Booking Coordinator will have a Sign-Up sheet posted, detailing open slots and the schedule for the next 4 classes.

The Booking Schedule

- Pay close attention to your bookings (dates, times, lineup, etc.) and prepare your scenes accordingly.
- Treat your booking exactly as you would your professional work. The booking sheet is like a shooting schedule. Show up prepared for work.
- The ONLY reason NOT to go up on your booking is a paying job in the industry or severe illness.
- Be a professional always and show up regardless of any obstacles.

Scene Sign-Ups

- Sign-up sheets will be in the lobby or designated area of the theater every Monday at 6:30pm.
- Sign-ups are on a first come, first serve basis. The week prior, the booking coordinator will inform everyone how many spots are available.
- Please make sure you and your scene partner are fully aware you are signing up a scene. Once it is on the books, it is YOUR responsibility to replace it should something come up.
- You may ONLY sign up for one scene per night.
- Scenes will be 8-10 minutes MAXIMUM. Anything over 10 minutes shortens your critique as well as the time for the

studio members whose scene/s follow yours. Please be mindful of time. Critiques are VERY important.

- It is highly suggested to meet with a prospective scene partner in advance to read the scene, discuss availability, scheduling, etc. Once it is on the books you and your partner will be responsible for replacing it if anything happens; someone gets ill, booked a job, etc.

24 Hour List

- The 24 Hour List sign-up is a great way to get work on the books if you are unable to sign up for a regular slot.
- Anything that is signed up on this list **MUST** be able to go up with a day's notice.
- The list is a back up to emergencies such as last minute industry jobs or severe illness and can replace another scene.

Extras

- You can use other students in class as extras in your scene.
- Send an email/text to the Booking Coordinator as soon as you cast an extra in your scene.
- It is imperative that the Booking Coordinator know who you cast as an extra in your scene.
- Students are only allowed to go up on stage **once per night**. If someone has a scene or is already booked as an extra in another scene, they will **NOT** be permitted to be in your scene. Students must work on only one character per night, no matter the role.
- Only use extras if you feel they are pertinent to your scene.
- Auditors cannot sign up scenes, but are permitted to be extras.
- If you are cast as an extra, be honored and help out, but also be a professional; be prepared, work on the character, and know the story. Treat this the same as you would a professional role. You could be critiqued at the end.

Scene Replacement Guidelines

- If you sign up a scene, you and your scene partner are responsible for that slot.
- Ask your scene partner if they want to keep the slot for something else.
 - Look at the 24-hour list. Ask if anyone on it who is not going up the same time as your scene can replace yours. If they are not going up the same night, contact them and let them know they will be replacing your scene. Contact the Booking Coordinator directly after that.
 - If you are on the 24-hour list you must go up when called upon unless you have work in the industry or illness.
 - Check the schedule for the upcoming weeks and contact people directly to switch scenes.
 - If no one is available to go up early, email the entire class. Make sure to BCC everyone; a class policy to prevent spam.

Note: Again, it is YOUR responsibility to replace your scene and notify the Booking Coordinator with the changes. They can assist you in finding a solution once you have exhausted all other possibilities under the scene replacement guidelines.

Night of Your Scene Guidelines

Arrive at the theater no later than 6:30pm.

- Load – in all personal belongings into the theater at the scene's designated spot. Help is available if needed. Please alert stage managers of special importance items.
- Provide the Stage Coordinator with a map of your scene when you arrive and include the following:
 - Scene number
 - Scene name
 - Actors names
 - Simple map with scene layout
- Weapons, food/drinks on stage, dangerous activities(fighting, etc.) must be cleared with the Stage Coordinator prior to class.

Items prohibited for use include but are not limited to:

- real weapons
- open flame
- heavy machinery; chainsaw, etc.
- live animals

There are exceptions and allowances within these guidelines. Please contact the stage manager or class manager with any questions or concerns.

Items available for class use:

- 4 large black boxes
- 12 small black boxes
- 1 medium box with door
- 7 long table top wood 1 bar top
- 1 bed frame with Queen mattress
- 1 bed frame with Single mattress
- 1 couch
- 1 kitchen sink

- 1 toilet seat
- 1 folding small folding table
- 2 large folding tables
- 8 black folding chairs
- 4 bar stools
- 2 standing lamps
- 2 folding screens
- 2 extension cords
- 2 power strips
- 3 carpets
- 1 coat rack
- clothing rack on wheels
- door

Scene Tech Guidelines

- Sound and/or lighting cues must be prepared in advance and must be cleared with the Technical Director prior to your scene. Email any complicated instructions a few days in advance.
- Provide your tech with the following:
 - A tech script of your scene including;

Sound cues- must be noted in your script on a separate/new line of its own. Sound cue names should match the name of the files you provide the Tech.

Example: **SFX: Phone ring.mp3**

Lighting cues- noted in your script on a separate/new line of its own

Example: Light: Blackout or Light: Fade in/out or Light:
Back up

SFX, sound cues, videos or any other Media must be neatly organized in a folder with your scene name on a USB device transferable for the Tech laptop'

Preparing For Your Scene

- You are excused to prepare for your scene after the scene before you finishes -when the critique starts.
If you need extra time for costume/makeup, sound/lighting checks, etc., please let the Booking Coordinator know so your scene is placed in a slot that allows more prep time.
- Setting up the stage – only stage manager and stage hands can move items such as the couch, tables, bed, etc.
- Once stage is set up for your scene, you may walk through and set up any other props.
- Please be mindful of the critique while you set up.
- During the break prior to your scene, you will have time to check light/sound.
- When you are ready, inform the Booking Manager.
- Once students are seated, the Booking Manager will call out the name of your scene. That is your cue that your scene has begun. Have fun!

The Critique

When your scene has ended, call out, “scene.” Critique will begin.

- One of the stagehands will have a chair ready for you.
- Take a seat and be prepared to talk about your work.
- Have notes ready if necessary. Talk about the technique, what you worked on from the checklist, how you created the character, what rehearsals entailed, etc...

Safeguarding Class List Information

We cherish and encourage open communication between all studio members. Positive communication is vital to creating the group dynamic and sense of community amongst members. The contact lists are privileged information. Please treat them with respect and professionalism.

Please do NOT use your class lists for commercial purposes. This is unacceptable. You can send information to the class about any performances and/or functions you would like to share. Please clear any other emails for appropriateness with the Studio Director before sending.

Please “BCC” the class. Internet experts warn that emails having dozens of addresses in the “To:” or “CC” sections are prime targets for interception and misuse by spammers and others.

Please safeguard your class list and do not leave it open for others to see or take. We have an increasing number of working actors and directors joining the studio. Several artists have fans who may want their personal information. Please treat all contact lists with strict confidentiality within the studio.

Theater Guidelines

- Parking is within the gated area of the school and next to the theater.
- Please arrive on time
- The theater will be open from 6pm – 12pm
- There is an outside patio area for smoking or hanging out in between scenes
- No drugs or alcohol allowed
- No pets inside the studio
- The studio will provide plain water for free
- Sparkling water is \$1
- Snacks available also for a small donation
- No food inside the theater, only bottled water