

DS StudioWorks
Workshop Participant Information
Internal office use only

This information will be kept within our office and will not be shared with anyone else.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Best #: _____ (Circle one) Home Office Cell

2nd Best#: _____ (Circle one) Home Office Cell

Email: _____

Emergency Contact Name: _____

Emergency Contact #: 1st _____ 2nd _____

Talent Agency: _____

Agent # _____

Would you like us to help you find an agent? _____

Which of the following *actor's services would you be interested in?

Video Slate

Headshots

Demo Reel editing

Private 1 on 1 coaching

**These services are for additional cost.*

DS StudioWorks Workshop Programs

POLICY AGREEMENT

Thank You for enrolling. The following describes the workshop policies we ask each of our workshop participant to abide by in order to continue attendance in subsequent months of workshops. We reserve the right to discharge workshop participants, without refund, from our ongoing workshop series for any unprofessional behavior or failure to follow these policies. We require you to sign this agreement, SO, PLEASE READ CAREFULLY.

Rates/Fees/Discounts:

**Rates are subject to increase at anytime and will be announced and posted on our website (www.ds-studioworks.com) 30 days prior to scheduled increase.*

New Student Enrollment Procedure:

As of February 1st 2012, we will no longer have students joining mid-month. All students start on the first Monday of the month. To enroll, call 303-669-3860 or email us at enrollment@ds-studioworks.com for payment instructions.

Payment must be received before the first of the month. If the class is at capacity, we will put your name on a waiting list and you will be contacted in the order in which you were listed.

Start Dates for New and Returning Students:

All actors who are newly enrolled or returning to any of our workshops series will begin on the first day of the class for that particular month. Payment must be made by the **FIRST CALENDAR DAY of that Month**. If the student fails to make the payment on time, we will assume the student has changed their mind and decided NOT to start or continue with workshop sessions and their name will be removed from the class roster. If you need to make any special arrangements for payment, please notify us before the start of the month to avoid being dropped from the roster.

Payments for ongoing workshops:

Payments for ongoing workshops are due the **1st CALENDAR DAY OF EACH MONTH**. (NOT the first class day of the month).

- ❖ Payments are made by cash, credit/debit card or check made payable to DS StudioWorks
- ❖ Payments can be mailed to **DS StudioWorks, 3435 Wynkoop St., Unit B, Denver CO 80216** or be made in person in our studio Monday – Friday 11:00am – 6:30pm
- ❖ Payment can also be made with credit card (MasterCard or Visa) by phone or in person at the studio. You have a choice to keep your Credit/Debit cards on file with us **AUTOMATICALLY CHARGE** at the first of the month (**UNLESS YOU GIVE US A WRITTEN NOTICE NOT TO DO SO**).
- ❖ You can also pay for your next month with a **POST DATED CHECK** on the last workshop day on the current month.

WE WILL NOT CONTACT YOU WITH PAYMENT REMINDERS OF ANY KIND. IT IS YOUR RESPONSIBILITY TO CONTACT US WITH ANY PAYMENT ISSUES.

Late Fees:

Any payment received beyond the **FIRST (1st)** day of the calendar month must include a **\$25 late fee**. Failure to pay the late fee may cause the attendee to be discharged from the current or future workshops. ***If you expect to be late with your payment for any reason and would like the fee waived, you can discuss this with David, however, we would like to know as soon as possible.*** We know and understand the financial issues of those who work in this industry and promise to help you in any reasonable way.

Refunds/Credits:

We do not give refunds once you have registered for a particular workshop. If for any reason, you find out before the workshop begins that you cannot attend the workshop in which you enrolled, you will be given credit for another month of attendance or toward any other workshop taught by David Dalton and/or Chad Schnackel. If credit is given toward a workshop of greater value, you are expected to pay the difference at the first of that month.

Student Notifications and Communications:

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO INFORM David and/or Chad of any schedule conflicts/absences either by email (students@ds-studioworks.com) or writing it down on the “**ABSENCE BOARD**” mounted in the studio prior to the expected absence date. Students will be notified by email for any schedule changes initiated by DS StudioWorks.

Notice of Absences from Workshop Sessions:

Out of respect for the instructor and fellow participants, we ask that you give as much notice as possible if you expect to be absent from a particular session. If, for any reason, you are not able to attend a workshop session after you have enrolled, you will be expected to attend the remaining sessions for that calendar month.

Contact for Tardiness/Absence; students@ds-studioworks.com or text David at **303-669-3860**.

Make-up Sessions:

Any attendee in good standing may have the opportunity to attend a session of another **DS StudioWorks** workshop for the purpose of making-up for an *excused absence*. An **excused absence** is one for reasons of *personal/family emergencies, illness* or when an attendee has booked an *on-camera acting job* that does not allow them to attend a workshop session (Theater auditions/bookings are not excused). The make-up session must be made the following week from the date of absence and must be arranged with David. **ONE EXCUSED ABSENCE IS ALLOWED PER CALENDAR MONTH**. If a student is absent for any excused reason for more than one day of the month, they must discuss their options with David and/or Chad, **DO NOT ASSUME ANYTHING**.

Tardiness:

We expect all attendees to arrive to workshop sessions at the designated start times. Workshop course planning and execution, on our part, is often determined by the expected number of attendees and an expectation of punctuality from each attendee. Tardiness inevitably causes unnecessary disruption of course material and execution. If frequent tardiness becomes an issue for any student, we will discharge you from the workshop without refund or refuse enrollment into other future workshops.

Frequent tardiness is also considered to be unprofessional behavior and a negative reflection of one's professional commitment toward their craft of which we personally will not tolerate.

Weather Cancellations:

On occasion, a workshop may be cancelled due to severe weather. Severe Weather is defined as any weather that causes a major delay in traffic and/ or an unsafe environment for travel. A make-up session will be scheduled the following week in combination with another workshop and may take another form from which you are accustomed. **YOU WILL BE NOTIFIED OF ANY SEVERE WEATHER CANCELLATIONS by email**. So please check your email on days where weather is questionable. **NO MAKE-UPS ARE ALLOWED FOR ANY WEATHER MAKE-UP DAYS**.

No Call/No Show

We will consider any student who fails to notify us by email or phone of their absence from any workshop session (no call/no show) has determined on their own to resign from the workshop and will be removed from the roster. In cases of emergencies where contact was not possible, we expect an email or phone call with explanation within 24 hours of their absence.

WE WILL NOT CONTACT YOU WITH REMINDERS OF SCHEDULED WORKSHOPS SESSIONS. IT IS YOUR RESPONSIBILITY TO KNOW THE WORKSHOP SCHEDULE.

Holidays:

The only holidays we typically take off are Thanksgiving, Christmas Eve, Christmas and New Year's Eve, if they fall on a scheduled workshop night. Depending on how the days come together in December, we may or may not take a full week vacation. **We DO NOT take Monday holidays off**, such as government or bank recognized holidays (*i.e. President's birthdays, MLK day, Memorial or Labor days, etc*).

FURTHERMORE

We would like to remind you that we are willing to make some exceptions in extraordinary situations. We believe that every actor who considers themselves a professional must practice in their studies what is expected in the professional working world, therefore we expect a level of professionalism with all of our workshop attendees.

Respectfully

David Dalton & Chad Schnackel

303-669-3860 & 720-435-8542

I have read this AGREEMENT, fully understand its content and agree to abide by the terms and expectations described within.

Signature _____ Date: _____

PRINT NAME: _____

Revised 01/12/2012.