

PERFORMER INFORMATION SHEET FOR STUDENT PRODUCTIONS UP TO 30 MINUTES IN LENGTH

ACTRA Toronto Performers currently has agreements with the following educational institutions which allow student producers in specific programs to engage ACTRA members in the productions required for their studies. These agreements provide student producers with productive opportunities to work with professional performers in their creative endeavours.

Centennial College	For 4 th , 5 th and 6 th semester students in the School of Communications, Media and Design
Fanshawe College	For Students in the Advanced Filmmaking Program
Humber College	For 2 nd and 3 rd year undergraduate or graduate students in the Film and Television Program
Niagara College	For 2 nd and 3 rd year undergraduate or graduate students in the broadcasting – Radio, TV, Film Program, School of Media & Design Communications and Information Technology Division
Ontario College of Art & Design	For 3 rd and 4 th year undergraduate and/or graduate students
Ryerson Polytechnic University	For 2 nd , 3 rd and 4 th year undergraduate, (including Advanced Placement RTA Students) or graduate students of the School of Image Arts, School of Radio and Television Arts
Seneca College	For 2 nd year undergraduate students in the School of Communications Arts
Sheridan College	For 2 nd , 3 rd year and 4 th year undergraduate or graduate students in the Media Arts and Advanced Television and Film Departments
York University	For 2 nd , 3 rd or 4 th year undergraduate or graduate students in the Department of Film & Video, Faculty of Fine Arts

1. Working on a Student Film

If you are an ACTRA member who is interested in auditioning for or has been offered a role in a student film at one of the above-named educational institutions, you should first verify that the film is registered with ACTRA.

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You do this by asking the student producer to provide you with his/her ACTRA Registration Number before agreeing to work on the production. If they do not have one, you can let them know that they should pick up a copy of the ACTRA Student Film Agreement and Registration Form from their educational institution. (These documents will not be provided to the student producer by ACTRA but must be obtained from the school.) The Student Producer Information Sheet is available from the school or online at www.actratoronto.com. This will provide all the information student producers need to register their film.

Make sure you get the ACTRA Registration Number before you commence work on the project. If the Student Film is not registered with ACTRA, ACTRA Members or Apprentices may not work on the production as it would be a non-union production.

2. Contract

Do not work without a contract. Prior to filming, each performer must also be provided with an ACTRA Performer Contract for Student Productions containing the student producer contact information and production title, as well as the role and dates of performance. The contract should state that it is "subject to the terms and conditions of the Agreement between ACTRA and" the particular educational institution.

3. Work Permit / ACTRA Credit for Student Film

Currently Apprentice Members have the option to purchase an ACTRA Work Permit and to receive a credit towards full membership based on their engagement in a speaking role in an ACTRA registered Student Film. An Apprentice Member may obtain one (1) of the total number of required credits through their work on Student films. **PLEASE NOTE: You must quote the ACTRA Registration Number on your work permit application form and attach a copy of your "ACTRA Performer Contract For Student Productions" in order to obtain your credit. Your Work Permit application will not be approved without a contract.** You must be an Apprentice Member at the time of production in order to apply for a Student Film credit, these credits are not retroactive.

The work permit should be purchased prior to filming, whenever possible, and in any event must be purchased no more that 6 weeks after your first shoot date, in order to qualify as a credit.

Current Work Permit fees for Student Films are : Actor Category \$210.00 and Principal: \$260.00

4. Non-members may not receive an ACTRA credit for their participation in a student production.

If you have questions or concerns regarding your participation in a student production, please contact Barbara Larose, Steward, at (416) 642-6712 / email: blarose@actratoronto.com

*Guidelines differ for Canadian Film Centre productions.