

STUDENT PRODUCER INFORMATION SHEET

FOR RECORDED 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

How to use the Student Film Agreements:

1. Student producers should first obtain a copy of the relevant Student Film Agreement from their educational institution along with a copy of this Student Producer Information Sheet. Please read these documents carefully. Please remember that the ACTRA paperwork must be obtained from your teacher or administration office as ACTRA does not provide this paperwork to the Student Producers.
2. The last page of the Agreement is a student producer sign-on or Registration Form which must be filled out by the student producer and faxed to ACTRA Toronto Performers, Attention: Barbara Larose, Steward, at (416) 928-2026 prior to the audition process or commencement of filming, as appropriate. This registers your project with ACTRA, signs the production on to the master agreement and allows the student producer to engage ACTRA members and/or Apprentice members on their production. By signing this form and sending it in to ACTRA, you are agreeing to abide by the terms and conditions of the Student Film Agreement that ACTRA has with your school. There is no requirement that all cast members be ACTRA members or Apprentices.

3. Once the Student Producer sign on form is received by ACTRA, you will be assigned an ACTRA Registration Number. You should provide this number to the Performers and include it on all your ACTRA paperwork. Student Producers may not use ACTRA Members or Apprentices without registering their films with ACTRA.
4. When auditions are complete, if ACTRA members or Apprentice Members are cast, the following information should be submitted to Barbara Larose at ACTRA by fax (416) 928-2026 or email: blarose@actratoronto.com
 - a) Cast List, prior to production which includes the following information:
 - . Performer Name
 - . Role
 - . SIN #
 - . ACTRA #, if applicable
 - . Address
 - b) Script, prior to production
 - c) Budget, prior to production
 - d) Shooting Schedule, prior to production
 - e) Signed Contracts with performers, when available
5. Prior to filming, each Performer (whether or not they are an ACTRA Member) must 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 must state that it is "subject to the terms and conditions of the Agreement between ACTRA and" the particular educational institution. This contract template is available from your educational institution.
6. At this time, subject to certain criteria, ACTRA Apprentice members who have a speaking role in a student production have the option to purchase an ACTRA Work Permit and to receive a credit towards full membership. (Under current ACTRA membership requirements, one of the total credits required by an Apprentice Member may be obtained through their work on an ACTRA registered student film.) **Apprentice members are required to quote the production's ACTRA Registration Number on their Work Permit application form and to attach a copy of their ACTRA Performer Contract for Student Productions in order to apply for and obtain their credit.** Non-members may not receive an ACTRA credit for their participation in a student production.
7. Student producers should be prepared to provide a copy of the agreement between ACTRA and their educational institution to all performers cast in the student production. A copy of the agreement may also be viewed on our website at www.actratoronto.com.

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