

GORDON PINSENT STUDIO – Booking Protocol

1. Use of the Gordon Pinsent Studio is a privilege available to ACTRA Toronto Members in good standing. The Studio is available for self-tape auditions ONLY. All other uses must be approved in advance by the ACTRA Toronto Director of Communications before the studio can be reserved.
2. The Gordon Pinsent Studio may not be used to undercut, subvert, compromise or otherwise undermine ACTRA's Constitution and By-Laws or any of ACTRA's Collective Agreements. If in doubt, check to see that you are covered by an ACTRA agreement.
3. Member using the studio do so at their own risk and, by using the facility or its equipment, assume responsibility for any and all damages arising from such use.
4. ACTRA Toronto does not guarantee the availability, suitability, or performance of the studio facility or of the equipment provided. Abuse of the studio facility and/or the equipment provided will result in loss of studio privileges and charges to cover repairs or equipment replacement.
5. Members must come prepared with either their own storage media: DVD, SD Card (Class 10 or higher) or PC laptop with USB cable.
6. No one is available to operate the camera, to act as a reader or to walk members through the operation of the studio equipment. Step by step instructions are posted.
7. Each booking is for 1 hour only. Scenes may be burned onto a DVD (in real time) after recording, recorded directly onto a member supplied SD card in-camera, or transferred onto PC laptop via USB cable. Final format of footage is MPEG-4 AVCHD.

The time required to burn a DVD from the studio camera is equal to the original record time. Members must budget their studio time to accommodate data transfer.

8. Never hang any person or thing off of the lighting grid. It is designed to hold lighting equipment only.

**To reserve the GORDON PINSENT STUDIO for your self-tape audition,
call 416-928-2278 and speak to ACTRA Toronto reception.**