



Acting & Filmmaking Institute

ACTING CLASSES • PRIVATE COACHING • FILMMAKING WORKSHOPS

ACTING CLASS POLICIES:

- Please be on time – that means being in your seat, sitting and quiet, 15 minutes prior to class starting.
- If you are going to be late, or cannot attend class for any reason, please give notification with as much advance notice as possible at (323) 988-1175 or via e-mail at info@studiocartists.com.
- Please be prepared for class. Respect the work of others by giving your full attention and staying until the end of class, unless previous arrangements have been made with the teacher or assistant.
- Do not enter class while work is in progress. Please wait outside the classroom until the class liaison admits you into the room.
- It is expected that all students honor one another's privacy, regarding personal matters presented in the class, per the Safe Space Agreement each person signed when they joined Studio C.
- Studio C does not tolerate racial, sexual, or religious harassment of any kind – students exhibiting this type of behavior will be asked to leave.
- The use of weapons, including real firearms used as props, is strictly prohibited. Any student who brings a weapon to class will be asked to leave.
- Students are prohibited from entering the residential quarters of the building, including the kitchen, bedrooms, hallway, and house bathroom. The guest bathroom is for student use (you may cross through the kitchen to get to this area). Be mindful – Studio C's classroom is also part of someone's home – please respect the space as you would your own house.
- Food & drink that you bring for yourself is allowed in the class, but please be considerate of others, and clean up after yourself, throwing away your trash in the receptacle provided in the room. Food and beverages, including water, will not be provided – please bring your own. The kitchen is for residential use only – do not ask the teacher if it is permissible to put away or get something out of the kitchen.
- Under no circumstances should a student request the use of an item or object that is part of the residential quarters – this includes asking for glasses, plates, utensils, or even water (to use for eating and drinking) or asking to use a personal item as a prop for classwork.
- Please turn off all cell phones and pagers during class.
- Smoking is allowed only outside the building.
- Parking is available on the street only.

TUITION:

- Tuition is due prior to the beginning of the first class of each month. If tuition is not paid, you will not be admitted to class. There are no exceptions to this rule – post-dated checks will not be accepted.
- No make-ups or refunds are given.
- Tuition is subject to increase, as posted by Studio C.
- Monthly tuition is based on a four-week month, regardless of the number of classes in the month.
- Students are accepted to join the class based on an audit or interview – or through private coaching. Members to the Company are admitted by invitation only, or through promotion by the teacher.

As of August 1, 2007, the class fees are as follows:

- The New Approach: Intensive – John Coppola – \$250/month
- The New Approach: Workout – Michael Sonntag – \$250/month
- The New Approach: Commercial – Nancy Scanlon – \$250/month
- The New Approach: For Kids – Michael Sonntag & Kristoffer Kelly – \$300/session
- The New Approach: Private Coaching – By Appointment – varies

PAYMENT ACCEPTED VIA CHECK, CASH, VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, AND PAYPAL.





ONLINE RESOURCES

Studio C Artists Website – <http://www.studiocartists.com>

Class/Client Tools Page – http://www.institute.studiocartists.com/act_tools.html

We've put up a tools page on our website (under "Resources") for any of our students or clients. You can also find the Studio C calendar, make a payment via PayPal, see a list of referrals for photographers and other services, discover where to find scripts, and get the latest class lists and documents. Some of the private information is password protected. Student access is as follows:

Username: class
Password: student

We will update the paperwork from time to time, so feel free to always check back on the website for the most recent documents.

Studio C Artists Mailing List:

We send out a regular newsletter to keep our students and clients up-to-date with the latest goings-on around Studio C. Be sure to sign up for it and stay informed – go to the link below.

<http://www.studiocartists.com/maillinglist.html>

Studio C Artists On The Web:

Stay in the loop – Join us on the web and become part of our social network. Whether you like Facebook, Twitter, MySpace, Plaxo, or even just reading blogs - we've got you covered. You can connect to us - and keep up with information about classes, details about our current productions, and even up-to-the-minute casting notices. Just click on the buttons below - which you'll find on every page of our website as well.



Studio C Artists E-mails:

John Coppola: john@studiocartists.com
Michael Sonntag: michael@studiocartists.com
Nancy Scanlon: nancy@studiocartists.com
Kris Kelly: kris@studiocartists.com



STUDENT INCENTIVE PROGRAM

We have set up a program at Studio C to reward students who refer more clients to us. We feel that if you help us – we should help you. Here's how it works:

The program uses a point system – to track referrals and reward points. For each student you refer who signs up for at least one month in any classes at Studio C, you will receive 10 points. We will keep track of your points for you – every student who joins Studio C fills out paperwork, which asks how they found out about us. If someone joins, and tells us you referred them, you'll get the credit. It's that simple. So be sure to let your friends know about the referral when they join.

You can cash in your points at any time.

20 points = one hour private coaching session with the teacher of your choice

50 points = one free month of class in the class of your choice

Feel free to use your points however you see fit. The only rule is that once you stop studying at Studio C (even if for one month), your balance drops back down to zero, and you lose your balance of points.

If you have any questions about the program, please speak with your class liaison.

Thank you!