

# **STUDENT PRODUCER INFORMATION SHEET**

## **FOR RECORDED PRODUCTIONS UP TO 30 MINUTES IN LENGTH**

ACTRA Toronto Performers currently has agreements with several educational institutions which allow student producers in specific programs to engage full ACTRA members, apprentice members and AABP 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.

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.
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 or emailed to ACTRA Toronto Performers, Attention: Barbara Larose, Steward, at (416) 928-2026 or [blarose@actratoronto.com](mailto:blarose@actratoronto.com) prior to the audition process. 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.
4. When auditions are complete, if ACTRA members; Apprentice Members; or AABP Members are cast, the following information should be submitted to Barbara Larose at ACTRA by fax (416) 928-2026 or email: [blarose@actratoronto.com](mailto:blarose@actratoronto.com)
  - a) Cast List as defined in Article 3 (a) , prior to production
  - b) Shooting Schedule, prior to production
  - c) Script, prior to production
  - d) Budget, prior to production
  - e) Signed Contracts with performers, when available
  - f) Daily Work Reports, when available.
  - g) Any payments to performers and appropriate remittances, if applicable.
5. Currently, ACTRA Apprentice members do not require an ACTRA Work Permit to participate in a registered Student Film nor would they be able to obtain a credit towards full membership through their participation in a registered student film.
6. Each Performer should be provided with a contract 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. (A contract template is attached.)
7. Student producers should be prepared to provide a copy of the agreement between ACTRA and their educational institution to performers cast in the student production.

General information regarding student films may also be viewed on our website at [www.actratoronto.com](http://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](mailto:blarose@actratoronto.com)