

L.A. CASTING CONNECTION WORKSHOPS COORDINATOR AGREEMENT

The position of **COORDINATOR (COORD)** for the **LA CASTING CONNECTION WORKSHOPS (Company)** is the most pivotal front line position within the organization as regards the success of the Event. The **COORD** is responsible not only for marketing and filling their local Workshops, but also for coordinating venues, personnel, equipment & supplies, accommodations, transportation, money matters, meals, etc., and basically seeing that the entire event runs smoothly, from beginning to end. For many reasons, the person taking on this position must necessarily be of the highest personal integrity, be highly responsible, extremely organized, self-motivated, diligent, punctual, outgoing and personable, resourceful, possess a creative mind with a flair for marketing and sales, excited by a challenge and have an undaunted positive attitude. They are also someone who has a background in the entertainment industry on a local and possibly national level, is active in the local entertainment community and has a finger on its pulse and ready access to direct channels of communication with the actors in local and neighboring communities.

The rewards for taking on the position of **COORD** are both tangible and intangible. While financial remuneration is offered, with an opportunity to influence the upper dollar limits, the lion's share of the benefit for being a **COORD** is realized in the establishment of personal relationships with some of the busiest and most powerful Casting Directors and Industry Professionals (**Industry Professional Instructors – IPI's**) in the Entertainment Industry today. Because this is a challenging position, it is absolutely necessary that you be motivated by this opportunity to establish those relationships in order to be successful, and for the Workshops to be successful.

The following is a brief description of the **WORKSHOP STRUCTURE** :

- Friday or Saturday Night **RAP SESSION / Q & A (Optional)**– 1 ½ Hours
- Friday **HALF-DAY KIDS & YOUNG TEENS WORKSHOP (Optional)** – 3 Hours
- **WEEKEND WORKSHOP** - Saturday and Sunday : One Session -10:00 to 6:00 each day, or Two Sessions - 9:30 to 1:00 (**Morning**); 2:00 to 5:30 (**Afternoon**)

The requirements, duties and responsibilities of the **COORD** are as follows:

1 - One (1) **COORD** per city (unless **COORD** requires an assistant, to be agreed upon by **Company Company**)

2 - **COORD** Requirements:

- Return executed (signed) **COORD** Agreement to Company prior to engaging in any **COORD** activities. A faxed copy is acceptable.
- Must have ready access to potential participants (lists, relationships with agents, local casting directors, theatre companies, etc.).
- Be able to commit to meeting minimum number of paying participants (22) per Workshop.
- Secure adequate Workshop facilities (to be cleared by **Company**).
- Arrange and secure all necessary Workshop materials (video tapes for participants, water, snacks, etc.), technology (video camera, lights, etc.) and necessary personnel (video camera operator - see **Camera Operator's Agreement** - PDF, assistants when needed, etc.).
- Identify "first class" **IPI** hotel accommodations for **Company** to secure and arrange for all of **IPI** transportation needs. (If applicable.)
- Convey \$100 "incidentals cash" to **IPI** upon arrival and see that **IPI** provides their personal credit card to cover hotel incidentals. (If applicable.) "Incidentals Cash" can be supplied by

Company. (If applicable.)

- Stay within \$600 max budget (includes Workshop venue, Camera Operator fee, marketing, supplies – i.e. tapes, snacks, water, postage / Fed Ex, **IPI** meals during Workshop, etc.), unless otherwise authorized by **Company**.
- Provide detailed report for expense re-imbursement within 3 days of completion of the Workshop. (to be emailed or faxed to **Company**)
- Secure full payment from minimum number of Participants (22), fifteen (15) days prior (**Deadline**) to Workshop, unless otherwise agreed to by **Company**. Additional Participants may register and pay after **Deadline** until the Maximum limit (32, or to be determined by **IPI**) is reached. **RAP SESSION** payments can be collected at the door, payable *only* with check or cash.
- Provide contact info (names and e-mail addresses) for participants paying via credit card (credit card payments are charged through PayPal on the internet).
- Confirm that funds are available in accounts of minimum number (22) of participants paying by check fifteen days prior to Workshop or secure cashier's check or money order, unless otherwise agreed to by **Company**.
- Tally Workshop profits and expenses at completion of Workshop and send to **Company** (electronically) within three (3) days of completion of Workshop.
- Convey Paychecks to **IPI** and Camera Operator at the close of the Workshop.
- Provide entire list of all individuals contacted for Workshop, including list of Workshop Participants, to **Company** (preferably electronically) within two weeks of completion of Workshop. This list should include contact information.
- Send completed Evaluation Forms (distribute uncompleted forms to Participants at end of Workshop) to **Company** within two weeks of completion of Workshop. These Forms will be provided to you electronically.
- Communicate ongoingly with **Company** throughout the mounting of and completion of Workshop.

3 - The **Company** will provide payment for all transportation and local expenses where possible with company credit card (i.e. hotel accommodations, workshop venue, materials & technology, etc.). Any expenses not charged to company credit card must be clearly expensed by Coordinator and faxed, emailed or mailed to **Company** prior to reimbursement. Reimbursement will be handled immediately, except in cases of over-budgeted expenses not previously agreed upon by **Company**, or disputed expenses.

4 - **COORD** Compensation – One space in the Workshop (for themselves or participant of choice), \$500, 50 % of the revenue from the **RAP SESSION** (if held), and an additional \$200 for the **HALF-DAY KIDS & YOUNG TEENS WORKSHOP** (if held). An additional Workshop space may be provided should **COORD** need to trade for assistance in successfully mounting the Workshop, but this additional space must be cleared by **Company**. Given that all deposited Participant payments have cleared (**Company** bank account is at Bank of America under “The Natural Act”. Deposit information will be provided.), **COORD** will be issued check for payment and expenses immediately after successful completion of Workshop. **COORD** may be asked to hold check a minimum of five (5) business days prior to deposit to allow for late Workshop payments (checks) to clear. Any cash collected during the course of the Workshop may be applied to **COORD**'s pay and / or reimbursement of expenses. Cash in excess of **COORD**'s pay will be deposited into **Company** bank account along with Workshop Participant checks.

5 – The **Company** reserves the right to cancel a Workshop for any reason at any time. Cancellation will be automatic if the minimum number (22) of Participants is not met by the **Deadline**, unless otherwise agree to by Company.

6 – **COORDs** agree not to compete with LACC as regards the securing of future Workshop events for any LACC **IPI's** which would exclude the participation of LACC without the prior written consent of LACC.

If you agree to adhere to the above requirements, duties and responsibilities for the stipulated rate of pay/compensation, please sign your assent in the proper space below and email or snail-mail the executed document back to LACC. Thank you in advance for your efforts, talent, skill and commitment. We look forward to establishing a mutually beneficial, long-term working relationship with you.

Sincerely,

Price Hall & Cathy Henderson

Price Hall / Cathy Henderson

The LA CASTING CONNECTION

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COORD Name (Please Print)

Date

COORD Signature

COORD Address

COORD Contact Numbers: Home: _____

Cell: _____ Fax: _____

COORD e-mail: _____

COORD Assistant Name (if applicable)

COORD Assistant Contact Numbers (if applicable)