



**CLAY BANKS PRODUCTIONS
& STUDIO INTERNATIONAL**

CLASS OFFICIAL GUIDELINES & REQUIREMENTS

[A MUST READ for class participation!]

Clay Banks Film Acting Studio International

www.ClayBanksStudio.com

CLAY BANKS STUDIO INTERNATIONAL (CBSI)

Clay Banks Productions & Studio

“THE PROCESS”

CLASS GUIDELINES

A **MUST READ** for all **CBSI** Actors and Directors

Welcome to CBSI! If you're reading this right now, which you must be...than you've just taken one powerful and significant step in the correct direction of your dreams...and you heeded to your wisdom!

CBSI is an extraordinary training facility: a **SPECIALIZED, BOUTIQUE PERFORMANCE STUDIO** under the guidance of Professional Coach and Director, **CLAY BANKS**. Because of your decision to enroll in classes at CBSI, you're about to receive **personal** and **professional attention** as well as **career guidance** like never before! You'll also be completely amazed by what takes place each week in the CBSI seats. The **growth** you're about to experience is sure to blow you away! We're glad you're here.

Cold Reading • Line Lifting • Scene Study
Script Analysis • Prepared Scenes • Character Development
Professional Motivation • Private Coaching • Career Counseling

There really isn't anything else like CBSI

Because of the uniqueness of CBSI...**It's imperative that each student abide by the following guidelines.** Coach Banks and the CBSI Team are incredibly supportive of all the talent and the work that goes on in the studio...and all of us genuinely care about your success. The Studio respects you, so you, too, must respect the Studio. We don't always like how it sounds, however, If there is repeated disrespect of these guidelines – you very well may lose your position in the studio! Sorry, but them there are the rules!

CBSI actors are serious about their studies. Work takes place at a Professional level in this facility.

Now, having said all of that...we encourage you to **study these guidelines thoroughly** and do everything within your power to adhere to them. Any repeated violations *will* result in you being asked to give up your seat. If you're uncertain about *anything*...just ask.

(Each student receives two reminders... after that they're out! Crass? Not really...just preparing you for work on professional sets at a professional level.)

CBSI is a place for the **serious actor**. A-Level professionals in our industry adhere to some of the highest discipline there is. Film acting is a tremendous discipline and CBSI operates within the same regulations. Repeated violations will not be tolerated. You'll be fired on set – and dismissed here in the studio. Learn the guidelines, be professional and you're sure to grow while having a blast doing it.

Note:

CBSI Provides professional training, care and attention for each actor/student to ensure a professional, safe, creative and supportive environment. Following these guidelines is imperative in sustaining this atmosphere. Classes are approximately 3-4 hours and run similar to professional TV/ film sets - plan your schedule around the work! “In order to take the island, one must burn the boats.”

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****THE CBSI CALL SHEET****

A REQUIRED READ

An IMPORTANT weekly email delivered to you, informing you about what's happening in the studio for each class.

TO WORK IN THE STUDIO EACH WEEK, THE CALL SHEET MUST BE READ COMPLETELY!

Who's working? - What's going on for the week? - Weekly assignments!

Once enrolled, students are automatically signed up for the CBSI Studio Newsletter.

LOOK FOR IT!

Each newsletter is loaded with information.

Each call sheet contains a secret code. **This code is necessary to enter each class.** Not knowing the code will result in a \$1 donation to the *Actor's Fund jar and may result in you not working. [Code is in brackets.]

1ST THING... ALWAYS!

- ❖ **Make sure you have received and read the Call Sheet before coming to class.** If you haven't received it, or if you find any discrepancies in the Call Sheet, you must contact your class AD.
- ❖ When you arrive to the studio, **check-in and sign-in** with your AD (Lobby Admin Director) **BEFORE** you do anything else. This is where all personal situations and payments are handled.
- ❖ **All tuitions must be paid in full at the first class of every month.** Late tuitions carry a \$10 fee and can result in you not working.
- ❖ Remain in the **lobby** or **waiting area** before class. Other work may be taking place in the studio before each session. Your class AD will make you aware when it is time to enter.
- ❖ Leave all food, drinks (other than water), and gum outside! **Leave all gum outside.**
- ❖ Please confine all restroom breaks to before class, during the break or between scenes where necessary. **DO NOT use the restroom in the middle of scene work.** We will hear you.
- ❖ Leave your **SURVIVALIST** at the door! We only need your **CREATIVE ARTIST in the studio.** In other words, be *here* while you are *here* – it's a part of the discipline. You shouldn't be taking care of anything else while you're in your **creative zone!** **LEAVE 'IT' AT THE DOOR!!** Oh, and cell phones must be on **SILENT MODE.** Vibrate turned off as well.
- ❖ Enter the studio ready to work, play, create, explore, learn and grow. What we're saying is...be a positive contributor to the environment. The CBSI atmospheric brand has been operating successfully in town for two decades...support it and it's sure to support you.
- ❖ **Classes begin on time! Show up early and DON'T BE LATE!** If something comes up...call us right away. Outside of auditions, **plan on staying for the duration of the class (apx. 3-4 hrs).** **If you have to leave early, permission must be obtained from your coach before class.**

A \$1 fee will be collected from all students who come to class late. The dollar policy is a reminder that there is a price to be paid in this profession for tardiness.

All penalty fees are donated to the *Actor's Fund. www.actorsfund.org

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ALL SCENE WORK IN ALL CBSI CLASSES ARE CARRIED OUT AT AN 'A' LEVEL. ACTORS MUST **COMMUNICATE WITH THEIR SCENE PARTNER ANY AND ALL (possible) PHYSICALITY BEFORE HAND** (hugging, kissing, pushing, shoving, etc.). **THIS WILL CREATE A SAFE SPACE FOR EACH ACTOR TO WORK FREELY, ORGANICALLY AND PROFESSIONALLY == STAYING IN THE MOMENT!**

Monologues

Students are required to work on **monologues**. Have at least one, if not several, working.

Scene Work

Week 1

Cold Reading/Line Lifting: Scenes are either brought in by students or assigned by your coach.

ACTORS ARE REQUIRED TO BRING IN SCENES THAT THEY WOULD PERSONALLY LIKE TO WORK. IT'S AN INTEGRAL PART OF UNDERSTANDING WHO YOU ARE AND HOW YOU'LL BE CAST! Each month students are required to bring in a 3-4 page, 2, 3, or 4 person scene to be turned in with tuition. If you come across other scenes during the month that you would like to work on or may work well for a fellow actor, bring them in also! *[missing this will result in paying \$1 to TAF]*

Week 2

Memorized Scene: Actors work the same scene but are now 'off book'. This means that **the lines must be 'FULLY' MEMORIZED!** Your responsibility is to your scene partner, your coach, the work, the studio and yourself. **BE PREPARED!** *Excessive struggling with the lines (at this level) will result in you being asked to sit back down. Do the work!* Consider yourself informed.

Week 3

Prepared Scenes: Both scene partners will meet once during the week for rehearsal, scene blocking, wardrobe and props (90 minutes). The scenes are now expected to be performed at a 'showcase/on-set' level. **KNOW YOUR LINES!**

Week 4

***Ready to Shoot:** The scene will be shot just as if you were on an actual set. **You're now...ON!** *Your coach will decide if and when you will go to this level and possibly move on.*

CLASS CANCELLATION WHILE WORKING ON ALL MEMORIZED AND PREPARED SCENES WILL NOT BE TOLERATED. FAILURE TO BE PRESENT FOR THIS LEVEL OF SCENE WORK WILL SERIOUSLY JEOPARDIZE YOUR POSITION IN THE STUDIO. THIS IS SERIOUS BUSINESS! FAILURE TO SHOW RESULTS IN THE LOSS OF YOUR REMAINING TUITION.

Paid principal acting work (or a valid emergency) are the only allowable exceptions. Think of yourself as if you are training for the Olympics...in this town...it's how it is.

During scene recording there is no entering, exiting, gum chewing, eating, extraneous noise, talking and/or commenting - and...absolutely no cell phone use. **TURN IT OFF OR PUT IT ON SILENT!**

You should have this down by now! NO food is permitted in the inner-studio area.

A current list of the CBSI student body can be found on-line. Ask your AD.

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ATTENDANCE/SCENE CANCELLATIONS

Consistent class attendance is mandatory. As a CBSI student you have a responsibility to your scene partner, as well as respecting the work that Coach Banks puts into each scene. There are 12 working seats available in each of the CBSI classes. **Ultimately, you're paying for one seat for each month.**

***If you're unable to attend class for any reason, you must notify your scene partner and class AD right away - phone and by email within 24 hours! Failure to do so will result in you losing the class.**

THERE ARE NO MAKE-UPS!

Paid acting work or a valid emergency are the only allowable exceptions. In these cases, make-ups for valid absences **MUST** be completed within one week of the missed class.

5 WEEK MONTHS

There are no classes held the last week of a **five-week month**. This week is used for "REAL LIFE" field work. If classes are held, it's at Coach Bank's discretion. Additional discounted rates will apply.

***LATE CANCELLATION NOTIFICATION (LESS THAN 24 HOURS) WILL RESULT IN TUITION PENALTIES AND CLASS FORFEITURE.**

IF YOU ARE NOT PREPARED TO HANDLE YOUR SCENE WORK...
YOU WILL BE ASKED TO 'TAKE A SEAT'...NO JOKE...BE PREPARED OR YOU'LL JUST OBSERVE!

THESE GUIDELINES ARE TO ENSURE A PROFESSIONAL ENVIRONMENT FOR THE SERIOUS ACTORS OF CBSI. IF YOU'RE SERIOUS...YOU'LL LEARN THEM!

THE CBSI ALUMNI PROGRAM

After completing **FOUR MONTHS** of studies with CBSI, students qualify for the **CBSI ALUMNI PROGRAM** which entitles them to a series of benefits including discounted class, programs and tuition.

THE CBSI REFERRAL PROGRAM

Every student referral resulting in a new student signing-up will be rewarded with a reduction of their following month's tuition!

One student = \$25 Reduction

Two students = \$50 Reduction

Three students = \$25 BONUS totalling \$100 Reduction

Studio Locations

WEDNESDAYS

Clay Banks **Studio #2**
11340 Moorpark St
Studio City, CA 91602
(1bk east of
Moorpark/Tujunga)

THURSDAYS & FRIDAYS

Clay Banks **Studio #1**
12215 Ventura Blvd
Studio City, CA 91604
(Ventura, west of Laurel
Canyon)

WORKSHOPS

Clay Banks **Studio #3**
11425 Moorpark St
Studio City, CA 91602
(1bk west of
Moorpark/Tujunga)

STUDIO

MAILING ADDRESS
Clay Banks Productions
10061 Riverside Dr
Toluca Lake, CA 91602

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Student/Studio Agreement

Please read, sign, detach and bring this sheet in with you when you come back to the studio for your next class.

CBSI Student/Studio Agreement

FILM ACTING is an ongoing discipline. Your signature below indicates that you have thoroughly read, understand and are committing and adhering to the 'CBSI Guidelines & Requirements'. These 'Guidelines' are to ensure a safe and professional environment for each student to study professional film acting/directing, while growing & developing as individuals. By enrolling in any/all of CBSI classes, you are also committing to the study of the craft of acting/directing - it's discipline and artistry.

I, _____ [please print your name]

HAVE READ, UNDERSTAND AND WILL ABIDE BY THE GUIDELINES SET FORTH BY CLAY BANKS STUDIO INTERNATIONAL.

MY SIGNATURE BELOW SIMPLY STATES THAT I WILL DO ALL WITHIN MY ABILITY TO BE A POSITIVE CONTRIBUTION TO THE PRESENTLY FUNCTIONING STUDENT BODY, WHILE KEEPING IN CONTACT WITH MY CLASS AD – AND FOLLOW THE AFOREMENTIONED GUIDELINES. I UNDERSTAND THAT FAILIER TO FOLLOW THESE GUIDELINES MAY RESULT IN MY TERMINATION FROM THE STUDIO AND LOSS OF ANY PAID TUITION'S.

PLEASE SIGN HERE _____

DATE _____

CLASS DAY _____

Habitual violation of CBSI guidelines will result in dismissal from the studio. Your signature is stating your full understanding of these necessary procedures and the consequences of failing to adhere.

PLEASE READ, SIGN, DETACH AND BRING TO CLASS.

KEEP THESE GUIDELINES TO REFERENCE PERIODICALLY

PROFESSIONAL FILM ACTING IS A DISCIPLINE... FOLLOWING THESE GUIDELINES WILL BE OF GREAT ASSISTANCE TO YOU IN THE DEVELOPMENT OF THAT DISCIPLINE

We're thankful that you're on-board and we look forward to working with you!



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