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THE NATURAL ACT WORKSHOPS COORDINATOR AGREEMENT

The position of **COORDINATOR (COORD)** for **The NATURAL ACT 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, the lion's share of the benefit for being a **COORD** is realized in the establishment of personal relationships with the Instructors and Company principals, as well as the possibility of becoming a Local Instructor for the Company, trained and guided by the Company principals, so they can continue to offer ongoing instruction based upon materials created and provided by the Company.

Also, for the LA CASTING CONNECTION (LACC) Events, the **COORD** will have the opportunity to meet and form 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.

WORKSHOP STRUCTURES

The Structure of the Workshops vary depending upon whether it is a 1 or 2-Day Event. The following are brief descriptions of the possible WORKSHOP STRUCTURES :

- **1-Day Natural Act Workshops:** Saturday - One Session -10:00 to 6:00 **or** Two Sessions – 10:00 to 1:30 (**Morning**); 2:30 to 6:00 (**Afternoon**)

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

2 - **COORD** Requirements:

- Return executed (signed) **COORD** Agreement to Home Office prior to engaging in any **COORD** activities. An emailed or 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 per Workshop. One-Day Workshops = 16; Two-Day Workshops = 26.
- Secure adequate Workshop facilities (to be cleared by Home Office).
- Arrange and secure all necessary Workshop materials (water, etc.), technology (camera & lights, etc.) and necessary personnel (camera operator if necessary, assistants when needed, etc.).
- Identify “first class” **IPI** hotel accommodations for Home Office to secure and arrange for all of **IPI** transportation needs. (for LACC Events only)
- Convey \$100 “incidentals cash” to **IPI** upon arrival and see that **IPI** provides their personal credit card to cover hotel incidentals. (for LACC Events only) “Incidentals Cash” can be supplied by Home Office.
- Stay within \$500 max budget (includes Workshop venue, Camera Operator fee, marketing, supplies – i.e. tapes, snacks, water, postage / Fed Ex, instructor meals during Workshop, etc.), unless otherwise authorized by Home Office.
- Provide detailed report for expense re-imburement within 3 days of completion of the Workshop. (to be emailed or faxed to Home Office)
- Secure full payment from minimum number of Participants fifteen (15) days prior (**Deadline**) to Workshop, unless otherwise agreed to by Home Office. Additional Participants may register and pay after **Deadline** until the Maximum limit is reached. **RAP SESSION** (if held) payments can be collected at the door, payable with check, cash or credit card.

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- Provide contact info (names and e-mail addresses) for participants paying via credit card (credit card payments are charged through PayPal).
- Confirm that funds are available in accounts of minimum number of participants paying by check fifteen (15) days prior to Workshop or secure cashier's check or money order, unless otherwise agreed to by Home Office.
- Tally Workshop profits and expenses at completion of Workshop and send to Home Office (electronically) within three (3) days of completion of Workshop.
- Convey Paychecks to **IPI** and Camera Operator at the close of the Workshop. (for LACC events only)
- Provide entire list of all individuals contacted for Workshop, including list of Workshop Participants, to Home Office (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 Home Office within two weeks of completion of Workshop. These Forms will be provided to you electronically, and can also be emailed by Participants, upon completion, to Company following Workshop.
- Communicate ongoingly with home office throughout the mounting of and until completion of Workshop.

3 - The Home Office 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 home office prior to reimbursement. Reimbursement will be handled immediately, except in cases of over-budgeted expenses not previously agreed upon by Home Office, or disputed expenses.

4 - COORD Compensation – One space in the Workshop (for themselves or participant of choice), \$700, 50 % of the revenue from the **RAP SESSION** (if held), and an additional \$100 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 Home Office. Given that all deposited Participant payments have cleared (**Company** bank account is at Bank of the West under Price Hall. 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

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expenses. Cash in excess of **COORD**'s pay will be deposited into **Company** bank account along with Workshop Participant checks.

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

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

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, fax or snail-mail the executed document back to: The Natural Act, 53 Sandia Haven Drive, Cedar Crest, NM 87008. 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

Price Hall

The Natural Act
53 Sandia Haven Drive
Cedar Crest, NM 87008
Ph: 713-201-1245
price@thenaturalact.com | thenaturalact.net

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**COORDINATOR AGREEMENT
SIGNATURE DOCUMENT**

COORD Name (Please Print)

Date

COORD Signature

COORD Address

COORD Contact Numbers: Home: _____

Cell: _____ Fax: _____

COORD e-mail: _____

COORD Assistant Name (if applicable)

CORRD Assistant Contact Numbers (if applicable)