

The 2003/2004 New York SAG Conservatory Handbook

The CONSERVATORY is designed to expand the craft and business knowledge of the professional performer through participation in Seminars, Audio/Video Workshops, Friday Groups, and Special Events.

Although run under the auspices of SAG, the Conservatory is an independent financial entity. No SAG membership funds are used to pay for any Conservatory activity, although we gratefully acknowledge the use of the space provided by the Guild. There are no "administrative expenses." All work is done by volunteer actors, so your membership fee goes to pay for such things as Audio/Video equipment, printing and mailing expenses.

Please read this handbook carefully and file it away for future reference. We have answered the questions most frequently asked about Conservatory activities.

The Committee office is open from 9:30 a.m. to 5:15 p.m., Monday to Friday (except before a holiday when it closes early). The Committee office phone number is:



(212) 827 - 1448

PLEASE REMEMBER - THE COMMITTEE OFFICE PHONE IS FOR **ALL COMMITTEES**, NOT JUST THE CONSERVATORY. THE STAFF PEOPLE AT THE COMMITTEE OFFICE ARE NOT DESIGNATED SOLELY FOR CONSERVATORY MATTERS. THEY HELP US WHEN THEY CAN, BUT THEIR TIME IS LIMITED AND **EXCESSIVE** INQUIRES AND PHONE CALLS BY MEMBERS DISRUPT THEIR WORK.

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JOINING THE CONSERVATORY

Cards are valid SEPTEMBER 1 through AUGUST 31 regardless of when you join. You must be a **paid-up** member of SAG. Membership Applications can be mailed to or dropped off at the Committee Office. Renewal applications are processed in the same way as new applications.

Please **PRINT** clearly and **COMPLETELY** fill out your application, and make your check or money order out to "SAG Conservatory" in the amount of \$15.00 (CASH is NOT accepted.) Your card will be mailed to you. Your check will be marked with your card number for your records. If you write a check to pay for another member, please note that member's name on your check. A \$10.00 fee is charged for any **bounced check** and you will not be permitted to participate in Conservatory functions or rejoin until that fee is paid. There is a \$2.00 fee for card replacement. You will be notified by mail when it is time to renew your membership.

PLEASE NOTE

LET US KNOW IF YOU HAVE A CHANGE OF ADDRESS OR NAME. Letting SAG membership know is not enough. Remember, we are separate entities. Please include your card number in any correspondence.

CONSERVATORY SERVICES

There is a Conservatory Information Line that you can call to get current information on Seminars and Special Events:

(212) 827 - 1594

Newsletters containing Conservatory information (detailed information about upcoming Seminars, etc.) are mailed periodically throughout the year.

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CONSERVATORY PROGRAMS

SEMINARS

Seminars are devoted to subjects of particular interest to the professional actor. They are held during the year, usually in the SAG Boardroom. Seminars are suspended during the summer.

Telephone reservations will not be accepted. Sign-up sheets are posted at the Committee Office at 12:00 Noon, one week prior to the seminar. Sign-up is on a first come - first served basis.

Your space for a seminar will be held until 5 minutes before the start. At this point, your space will be given to a person in the "stand-by" line.

**YOU WILL NOT BE ADMITTED WITHOUT YOUR
CONSERVATORY CARD.**

SPECIAL NOTE

PLEASE HAVE THE COURTESY, NOT ONLY TO THE **GUEST SPEAKER** BUT TO THE OTHER CONSERVATORY MEMBERS, NOT TO GET UP AND LEAVE THE SEMINAR BEFORE IT HAS ENDED. THIS IS VERY DISTRACTING AND RUDE.

AUDIO/VIDEO WORKSHOP

The Conservatory offers private time and a variety of classes and workshops in a studio that is fully equipped by the Conservatory for audio/video use.

We are most fortunate to have a wonderful group of Session Directors, actors all, who volunteer their time to help their fellow actors. Our deep and continued thanks to them.

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Use of the Audio/Video facilities falls into two categories: Group Sessions and Private Time.

GROUP SESSIONS

Group sessions are kept small so members may receive a fair amount of individual attention in the 1½ to 2 hour long session. For any group, only if the session is full and *prior* permission is granted, one may be allowed to audit a session. (Only one person may observe at a time.) At present we offer group sessions in:

- ACTING FOR COMMERCIALS
- TV/FILM SCRIPTS
- COMMERCIAL AUDITIONS
- FILM TECHNIQUE
- TELEPROMPTER TECHNIQUES
- VOICE-OVERS
- MONOLOGUE CLASS

ACTING FOR COMMERCIALS:

Emphasis is placed on audition technique, reading and interpreting copy, understanding commercial concepts, dealing with the technical aspects of auditioning. Instructors direct, critique and assist you with any specific problems. Copy is provided. If you have copy to donate, it will be gratefully appreciated.

TV/FILM SCRIPTS:

People work on scenes from established plays, TV and Film. The Session Director assigns roles, blocks and directs the scenes. Playback follows. Members are encouraged to bring in scenes they would like to work on.

COMMERCIAL AUDITIONS:

The Session Director provides premises for improvisation or suggestions are taken from the group. Especially good for members wishing to sharpen their improvisational skills on-camera.

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FILM TECHNIQUE:

We work with movement, reactions, vocal levels and adjustments for close-up, medium & long shots. We cover monologues, auditions and scenes.

TELEPROMPTER TECHNIQUE:

Working with the teleprompter and learning to read industrial scripts from simple to advanced is the primary focus here.

VOICE-OVERS:

Session centers on improving off-camera techniques by working on voice-over copy with a Session Director. Commercial voice-over narrative and radio copy are available.

MONOLOGUE CLASS:

Monologues must be fully memorised and at least 3 minutes long.

WHAT'S A TELEPROMPTER?

A teleprompter is a device that's often used in front of a camera lens (in spokesperson situations) and sometimes in other areas of an actor's focus. It contains the script for the actor, which then scrolls (moves up) as the actor speaks.

The SAG teleprompter classes are open to beginners and experienced teleprompter readers. The focus is on industrial copy -- that is, scripts done for business films and videos, although teleprompters have other applications in film and video as well. Beginning students learn the basics of reading moving copy and the importance of blinking, while more experienced industrial actors can fine tune their skills -- working on types of delivery, gestures, how to change focus to another camera, etc.

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The classes are taught by actors who have been and are doing industrials with the teleprompter and are quite

familiar with the ins and outs of what works well and what's just acceptable.

As with all the on-camera classes, if you bring your own ½ inch VHS tape, you can take your work home and review it again.

Through discussion, reality checks, role playing and information sharing we stay current with what is going on in the industry.

Meetings are held on alternate Fridays from 10:00 A.M. to noon in the SAG Boardroom. No sign-up is required. However you must be a member of the Conservatory to attend. ***NO FRIENDS WILL BE ADMITTED.***

BUSINESS OF ACTING

The idea for the Business of Acting grew out of a commercial class at the Conservatory.

We learn a lot about acting when we're starting out, but very little about the business. In the Business of Acting we will address all the issues under this heading. We have evolved into a "listening to the lives of those who know" series and often have guest speakers from the industry. Call the INFO LINE to see who will be our guest.

We alternate with the Career Support Group, meeting in the Boardroom every other Friday from 10:00 A.M. to noon. All Conservatory members are welcome; no sign-up is required.

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WRITERS' WORKSHOP

The workshop's primary object is to provide SAG actors with another theatrical outlet, that of a writer. Since actors and writers use the same instrument, it is natural for them to be and feel proficient in either endeavor.

Meetings are held every Friday from 12:30 to 2:30, usually in the Boardroom. All Conservatory members are welcome; no sign-up is required.

PICTURES AND RESUMES

Remember to leave your picture and resume at the Committee Office. It will be filed for special projects and casting.

The members of the Conservatory have participated in joint projects with groups such as the Directors Guild.

SUGGESTION BOX

For your convenience this is located in the Committee Office. We would appreciate your views on how we can better serve you.



DO YOU KNOW THESE TERMS AND THIS SEQUENCE?

THREE BELLS!
PICTURE'S UP!
ROLLING!
SPEED!
MARKER!
BACKGROUND!
ACTION!
CUT!

BACK TO ONE! or CHECKING THE GATE!
SECOND TEAM!

NO?



THEN TIME SPENT READING THE GLOSSARY WILL NOT BE WASTED.

