

# THE DJW

## MEDIA AGREEMENT



THE DJW MEDIA AGREEMENT

**SHOWREELS | HEADSHOTS | SELF TAPES | MONOLOGUES | ONLINE**

By reading and signing the Main School Agreement, you confirm that you have read, understand and agree to the following terms and conditions. Anyone who is not part of the DJW School of Acting should read the media agreement below and submit your details when you understand and agree to the terms within. DJW Talent Services constantly review our policies, so we welcome any feedback.

### **SHOWREELS | HEADSHOTS | SELF TAPES | MONOLOGUES**

DJW approved headshot, showreel, self tape and monologue shoot days are held every year. Dates may vary. Payments should be made electronically with a reference of DJW headshot, self tape, monologue or showreel and your name. If you are doing more than one the reference should be DJW Media along with your name. We do not currently offer a deposit service at this time.

If you miss the first headshot or self tape | monologue session, you will be added to a waiting list and asked to attend a later date. Please raise any concerns on the day of your shoot if you are not happy or would like to try again. Once the session has ended you are not eligible for a refund or reshoot. DJW Talent will keep your headshots, self tapes, monologues and showreels on file for 30 days. After the 30 days we will not store them and files will be deleted.

We strongly advise that you have a consultation with us prior to a booking via email, telephone or face to face to discuss any concerns you might have.

For showreel shoots you will be asked to find your location, props, costume and additional requirements for the shoot and if the location is further than Teesside, additional travel costs may be incurred.

The showreel service or headshots may be outdoors, so please bring sensible clothes to keep warm and bring plenty of water and food as we are not responsible for catering or comfort. You are also responsible for your own locations, costume, props and setting. Hair and make-up is also up to the individual actors to arrange.

Please make sure that you are fully off script and well rehearsed. We do not have the time for multiple retakes, however, we will have time to rehearse and block the scene to make you more comfortable.

Each scene will be edited to a 2-3 minute reel and we aim to give a fair and balanced edit, showing each actor 50/50 although this is not always entirely possible. We do however

endeavour to aim for this result. Each actor will get their own digital copy. It is your responsibility to store your footage as DJW Talent may delete files after the 30 days.

You will need to provide us with a high resolution headshot for the start and end cards.

Headshots will also be approached in the same working manner, DJW aim to take as many photos as we can in the allocated time with an aim of providing 3-5 images that can be used in your portfolio | Spotlight | Website | Social Media etc. You are welcome to bring a change of clothes to the studio, if time permits. Please view all images before leaving the studio to ensure that you are happy. You are entitled to all of the images taken and will be provided with approximately 2-5 edited and modified images.

DJW Talent work with external industry professionals to guarantee high standard results. Headshots, self tapes, monologues and showreels are there to make you stand out when applying for castings, so we want you to be happy. We encourage lots of dialogue from you with us so that you are confident with your end product. The equipment used is industry standard and the highest possible result is aimed for.

Please always check with DJW prior to making a booking as prices may vary or change.

## **CANCELLATIONS**

14 days notice must be given to cancel a booking or you will lose your session payment. In the rare event that DJW have to cancel your session, we will let you know as soon as possible. In such an event, your payment will be reimbursed in full or put towards another date. We are unable to reimburse any other costs you may have incurred, such as travel and accommodation or the hire venues and locations.

## **RESCHEDULING**

DJW require a minimum of 14 days notice to be able to reschedule a shoot day. We reserve the right to change your booking arrangements should the need arise. We will always inform you prior to this and with reasonable requests and timeframes.

## **REFUND**

No refund will be given if you are past the 14 day cancellation period. Please ensure you give us at least 14 days notice.

## **GENERAL ADVICE | HELP | SUPPORT**

If you are unwell and you're within the 14 day notice period, please call us as soon as possible and we'll try and find someone to take your booking or alternatively you can find someone to fill in for you. This means that you are then able to make a new booking. Fees will still apply for the new booking.

In the eventuality that you arrive sick, we reserve the right not to hold the session (you may still be charged)

Please note that we work quickly and efficiently so you must speak up if you are not happy with something immediately and not once the working day has ended. You are entitled to

playbacks with showreels and image confirmation with headshots, monologues and self tapes. Although as above we do not have time to spend discussing this for too long. We only have a limited working time frame and we cannot exceed that allocated time.

Self tapes must be very well rehearsed and will last 90 seconds in duration.

Monologues must be very well rehearsed and will last 90 seconds to 3 minutes.

You are entitled to two edits of your showreel before we sign off - So when DJW send the rough edit to you, please make sure you write all of your notes down with your scene partner to minimise re-edits.

You will be given a telephone consultation several weeks prior to filming your scene. We will confirm a story and characters with you then we will write a scene for you and your scene partner with no more than two edits.

You are entitled to change dialogue on the day. (within reason)

Anyone under the age of 16 must be accompanied by an adult.

By making a booking with us, you agree that we can contact you to let you know about other offers.

We reserve the right to use any showreels | headshots | self tapes or monologues as examples of our work on our website | in workshops or social media.

We reserve the right to use any testimonials supplied for any marketing purposes.

We reserve the right to use any video or photographic content taken during any client session for any marketing and promotional purposes.

Actors usually upload to Spotlight, Websites, Social Media and Vimeo and Youtube for castings. You must not edit the finished piece to change the nature of the product | service provided by DJW Talent.

Some music may be needed for your Showreel, we cannot use copyright music.

All self tapes, monologues and showreels will have the DJW Talent logo and credits edited into the final file as an end card.

DJW have no obligation to keep your showreel, headshots, monologues or self tape on file and usually all data is deleted after 30 days, so you should download the products and store safely. The majority of clients showreel footage, self tapes, monologues and headshots are deleted from our system upon completion. (we reserve the right to store anything we believe was of particular high standard)

Any showreel cut DJW create is our intellectual property and we retain all rights to any sequences, transitions, effects and stylistic choices used to create your video. However, materials contained in this video may be subject to other copyrights.

By hiring DJW to create your showreel it is assumed within good faith that you have obtained all legal rights for music, brands, and any additional footage you provide to be used in your

showreel. Normally in the editing process you will be sent preview videos so you can see how the edit is progressing.

Please ensure that you have downloaded your own copy and keep it in a safe/secure place (Additional costs may be incurred if we need to retrieve information | files from our archives)

## **ONLINE SAFEGUARDING**

All parents and guardians of students under the age of 16 must agree to monitor their online activity with DJW tutors.

Under no circumstances must a tutor at DJW contact a student/client under the age of 16 unless it is directly inclusive on the modules and tuition, work set along with respect of supporting the wellbeing and progression of the student. Parents must also be aware of any communications taking place outside of normal teaching hours.

Under no circumstances must a tutor include personal information, images or footage which is not within the content of the work set by DJW and must not request any information from a student/client which holds no relevance to the work set by DJW.

All students/clients of all ages and all tutors must be dressed appropriately in a neutral setting.

Under no circumstances should a tutor or student/client record (footage, images or audio) any of the sessions unless specific to that module. If a student is found to be doing this, it may lead to a termination of membership and registration. If a tutor is found to be doing this, it may lead to termination of employment.

DJW Talent and The DJW School of Acting prides it self on ensuring the safety of all students, clients and visitors to the school and will always request DBS forms wherever possible from anyone over the age of 16 (including guests)

We are constantly reviewing and updating our policies.

## **PRIVACY POLICY**

DJW may collect the following data from you: Name, email addresses and telephone numbers. Unless we are obliged by law, your data will not be disclosed to any third party.

At any time, we may use your data for:

Internal record keeping, transmission by email of any promotional materials that may be of interest to you, subscribe and unsubscribe service and contact by phone or email for marketing or promotional purposes for Showreel business only.

You are entitled to request a General Data Protection Regulation (GDPR) form at anytime.

Please complete and submit the media agreement form to prove you have read, understand and agree to the terms and conditions contained in this document.