

15 WEEK FOUNDATION ACTING COURSE FOR ADULTS

**PART-TIME EVENING COURSE STARTS 28TH
OF SEPTEMBER 2016**

D R A M A

COURSE INFORMATION

15 Week Foundation Acting Course

The 15 Week Foundation Course has been designed for those candidates who wish to receive grounding in theatre technique or as a refresher course. The main aim of this course is to assist building candidates personal confidence as they explore technique required for stage. The 15-week course is taught by our most experienced teachers and culminates in a class-based presentation with audience invitations and certification. Basic handouts and notes will be supplied, however the emphasis is upon practical training and there is no written component of this course. Our aim is to provide drama training in an environment that is enjoyable and sociable for all participants.

- Participants can arrange to perform for their tutors rather than an invited audience, but it is hoped that by the end of the course actors will feel ready to embrace an audience.

15 Week Foundation Course- Adults

Time	8.30pm-10.30pm
Day	Wednesday Evenings
Venue	Custard Factory, Studio One, Gibb St, Digbeth, B9 4BF
Payment	From £162.00- Instalments are available please see fee section.
Start Date	28/09/2016 - Free Taster 21/09/2016
Application Date	Ongoing- Applications can be made anytime online
Course Contents	Please see outline

Week	Outline- 15 Week Adult Foundation Course- Course Code 340
1	Stage Confidence
2	Introduction to improvisation - Rehearsed & Spontaneous
3	Introduction to Voice & Vocal Work- Pace, pitch, projection & accents
4	Characterisation- Where to start and what techniques to use
5	Stage positioning, blocking, spatial awareness
6	Audience awareness & 4 th Wall
7	Trust, teamwork and professionalism
8	Mnemonics & line learning skills explored
9	Sub texting & emotional memory & method acting
10	Concentration & focus- Rehearsal & live performance
11	Introduction to script work
12	Choosing scripted pieces
13	Preparing for final presentation – Rehearsal 1
14	Preparing for final presentation- Rehearsal 2
15	Final presentation & certification

Participants will have opportunity to be mentored by more experienced students within our Intermediate Technique & Production Group.

The full fee for the course is £230.00. However, if you pre-pay for your course in one instalment the cost is discounted to £180.00. If you pay for your course in full at the end of the open evening on the 21/09/2016 you will receive a further 10% discount and will pay just £162.00 for the entire course. If you prefer to pay in instalments the following options are available to you (please see table overleaf) Please note that that whichever option you choose full payment for that option will be charged regardless of attendance. Terms & conditions are attached

Once an instalment option has been chosen it cannot be changed. Payments can be made by Cheque/Pay Pal/BACS/ or via cash. Full details of how to pay will be supplied upon application.

Further Training

Those members who graduate from the 15-week course maybe upon completion be offered options of further training that maybe of interest to them including the opportunity to join the Wednesday Intermediate Technique & Production Groups.

15 Week Adult Foundation Course Fee Options Next course- Start date 28/09/2016

Course Dates- 28/09/2016-25/01/2017

14th of December – Last class before the Christmas Break

Return- 11th of January 2017

Completes- 25th of January 2017- Final Presentations & Certification

Option	Payment Amount	Instalment Payment Dates	Total Amount Payable
A	£ 57.50 x 4	28/09/2016, 19/10/2016, 9/11/2016, 30/11/2016	£230.00
B	£100.00 x 2	28/09/2016, 9/11/2016	£200.00
C	£180.00 x 1	28/09/2016	£180.00
D	Early Booking discount @ 10% £162.00 x 1	21/09/2016	

Drama & Film Teachers

All of our teachers are highly experienced and are professional actors and directors who have a wealth of experience within the industry. All of our tutors are members of Equity the British actor's union and are qualified to postgraduate level with higher degrees. All of our teaching staff remain closely connected to the industry and direct a minimum of 3 shows or short films a year, including those for Class Act Drama Centre.

Links

Although Class Act Drama Centre is not an agency we do receive many casting opportunities that we forward to our members. If you wish to be contacted about these opportunities we will ask you to register with our newsletter so that we can inform you of opportunities as they arise. Many casting agents and directors often give very short notice of their requirements and the most efficient way of letting our members know about these types of castings is via email and or text.

Tutors are always available in an advisory capacity, if you wish to receive further help for auditions private one to one tutoring can be arranged if required.

Open Evenings- Free Taster Sessions

To book a place at the open evening or to take part in a scheduled free taster session workshop prior to any course please email us at classactdrama@aol.com or call us on 0121-244-3214 to arrange a booking. The next open evening will be held on Wednesday the 21/09/2016. We can arrange opportunities for you to attend at other times but this must be arranged on an individual basis.

Tutors are unable to accept anyone into a class unless a contact form has been completed. It is preferable that this is done online prior to attending.

Fees & Deposits –

To secure a place on any course a deposit of £25.00 will be required if you wish to secure a place far in advance of its start date. This amount will be deducted from the overall cost of the course and is only refundable in the unlikely circumstances that the course is cancelled or that a tutor deems a course unsuitable for a candidate. Deposit information can be found online at :

[http:// www.rehearseall.co.uk/Adult-Drama-Course-Payments.html](http://www.rehearseall.co.uk/Adult-Drama-Course-Payments.html)

Methods of payment

Cheques

Cheques are made payable to Class Act Drama Centre and posted to

Class Act Drama Centre
Unit R009 The Custard Factory, Gibb Street,
Digbeth
Birmingham,
B9 4BF

Posted cheques must be received prior to any course commencing.

BACS

Please contact us by emailing classactdrama@aol.com whereupon you will be issued with an invoice relating to your chosen course and full BACS details.

Cash

To make arrangements to pay by cash please call us on 0121-244-3214 or email us at classactdrama@aol.com

PayPal

Please note although it is free to send funds PayPal levy a charge to receive funds. Class Act Drama Centre charge a small handling fee as a percentage of the total amount of course fees to cover these charges. This may show on your PayPal invoice as postage & packaging

Union= 3.75 %

PayPal details & links to pay can be found at [http:// www.rehearseall.co.uk/Adult-Drama-Course-Payments.html](http://www.rehearseall.co.uk/Adult-Drama-Course-Payments.html)

Venue Information

Studio One, R009, The Custard Factory, Gibb Street, Digbeth Birmingham, B9 4BF

Please note that Sat Navs will often take you to Floodgate Street, which runs parallel with Gibb Street.

Parking

Free parking is available in Bromley Street. There is a fee-paying car park on Heathmill Lane. There is no available parking in Gibb Street. Although other cars may visibly be parked there, please note that clamping operates upon Gibb Street specifically under the bridge, please look for no-parking restriction signs carefully.

Locating Studio One in The Custard Factory Complex

Upon entering the open site of The Custard Factory Complex please head towards reception, which is clearly signposted. With reception on your right hand side please walk towards The Mockinbird Cinema & Theatre which will also be on your left, with Alfie's Bird's Bar (formerly Medicine Bar) on your right. At the back of the complex on ground floor Class Act Drama Centre and Studio One are signposted. Please call Marian on 07951370585 if you need further directions once onsite.

For further information about travel to and from the venue please see

[http:// www.rehearseall.co.uk/How-to-find-us.html](http://www.rehearseall.co.uk/How-to-find-us.html)

We do hope this information answers most of your questions but should you require any further information please do not hesitate to contact us at classactdrama@aol.com

Kind Regards

Class Act Team



Class Act Drama Centre Adult Classes, Courses & Seminars Terms & Conditions

1. Booking & Confirmation

1.1 Class Act Drama Centre can only accept bookings for courses & seminars accompanied by a deposit and guarantee of payment in the form of a completed and signed application form.

2.1 Class Act Drama Centre cannot accept bookings by telephone or "provisional" bookings.

3.1 Submission of an application form indicates the participant agrees to the terms and conditions set out and will be charged the appropriate full course fee. Applications can be made via online form, forms completed at open evenings, via email or via post.

4.1 Once guarantee of payment is received via a completed & signed application form then Class Act Drama Centre will endeavour to confirm bookings within three working days. This is dependent on the accuracy of information submitted in the application form by the applicant. Should no confirmation be received within this time it is the responsibility of the applicant to contact Class Act Drama Centre administration. A booking confirmation will be sent to you via email including a copy of the Terms & Conditions.

5.1 Where there is over-subscription for a course, the order in which applications are received shall determine their priority (first come, first served basis).

6.1 Class Act Drama Centre reserves the right to refuse the application of an applicant.

2. Location Start/Date Time

1.2 All courses commence on the date, time and at the location specified in the Adult Drama Classes & Courses 2014/2015 document and as advertised.

2.2 Whilst confirmation instructions will include details about the location of the course, parking suggestions are made in good faith only. Participants parking arrangements are taken at their own risk.

3. Course Content and Prerequisites

1.3 All participants are required to fully familiarise themselves with their chosen course contents which are detailed in each course's outline

2.3 The topics covered in a course are detailed in our adult class & course information. Applicants should ensure that the content is appropriate before booking.

3.3 Class Act Drama Centre tutors reserves the right to teach course content in a way that they deem effective, provided the methods used still meet the advertised description for that course.

4. Rescheduling or Cancellation by Class Act Drama Centre

1.4 Where a course is under-subscribed, Class Act Drama Centre reserves the right to change or cancel such a course. In the unlikely event of this happening, or of course cancellation through other unforeseen circumstances (e.g. illness) participants will be informed as soon as possible and offered an alternative course place or full refund including deposit. In the event of cancellation of a course, Class Act Drama Centre cannot be held responsible for non-refundable costs incurred such as travel and accommodation.

5. Events outside our control

1.5 Class Act Drama Centre will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under a Contract that is caused by events outside our reasonable control (Force Majeure Event).

2.5 A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control and includes in particular (without limitation) strikes, lock-outs or other industrial action; civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war; fire, explosion, storm, snow, flood, earthquake, subsidence, epidemic or other natural disaster; impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport; impossibility of the use of public or private telecommunications networks; the acts, decrees, legislation, regulations or restrictions of any government.

3.5 Class Act Drama Centre's performance under any Contract is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period.

6. Pricing

1.6 The fee for a place on a regional course is payable in pounds Sterling.

2.6 No cash alternative is available for participants who do not take classes that are part of a course.

7. Cancellation, Transfer and Failure to Attend Courses & Seminars ONLY – Course Codes 340, 415, 425 & One day Seminars

1.7 Once an application form has been submitted, any cancellation leaving an unfilled place (including non-attendance) will incur the full course charge

Should a participant wish to transfer to a later course, notice must be given at least two weeks in advance of the original course and agreement will be at the discretion of Class Act Drama Centre's Head Office.

8. Copyright

1.8 All notes and handout materials developed by Class Act Drama Centre are for course participants only and are protected by copyright. They may not be reproduced wholly or in part without prior written consent from Class Act Drama Centre

2.8 Materials used during a course are to be used for the duration of the course only and should not be copied, emailed or distributed in any way.

3.8 Taking photos and or the use of video cameras throughout courses via any device is strictly prohibited and any participant who is found to have recorded any course footage will be reported to onsite security who will confiscate such technologies and delete data. Participants will then be asked to leave the course with immediate effect. Refunds will not be issued under these circumstances.

4.8 The use of our logo or website imagery is strictly prohibited

9. Confidentiality

1.9 Save as required by law or in respect of information which is already in the public domain through no breach by you of the provisions of this clause you shall keep in strict confidence all know-how, inventions, processes or initiatives which are of a confidential nature and have been disclosed to you by us (or our employees, agents, consultants or sub-contractors) and any other confidential information concerning our business or the Course / Course materials which you may obtain.

2.9 Class Act Drama Centre tutors will not repeat any sensitive or personal information that is publically or privately shared /discussed by participants during the course and will expect all participants to respectfully do the same with regards to their course peers.

10. Local Conditions

1.10 Participants bringing along valuables and personal property do so at their own risk and are responsible for their safety. Class Act Drama Centre cannot be held liable for loss or damage to personal items.

2.10 All travel arrangements are the responsibility of participants. Teaching staff cannot facilitate local transport or other arrangements.

11. Course Content & Guarantees

1.11 Your success in building any career is dependent on a number of factors. We give no guarantee that by attending and/or completing our course that you will experience success in any business, industry or activity.

2.11 Class Act Drama Centre takes no responsibility for participants personal use of their teaching strategies after the course

3.11 Class Act Drama Centre guarantees highly experienced and qualified teaching staff.

12. Participation

1.12 Class Act Drama Centre tutors will strive to create a positive and inclusive environment during their course and will expect participants to do the same

13. Termination

1.13 Class Act Drama Centre reserve the right to terminate the contract immediately without liability if you cause disruption during a class/course or take any action which brings us (or any of our employees, agents, consultants, sub-contractors, students) into disrepute or adversely affects our goodwill or reputation.

14 Data Protection

1.14 You agree that we may use your personal data in accordance with and subject to the Data Protection Act 1998.

15. Deposits

1.15 To secure a place on any course a deposit of £25.00 will be required. For one day seminars & workshops the amount is £5.00. This amount will be deducted from the overall cost of the course and is only refundable in the unlikely circumstances that the course is cancelled or that a tutor deems a course/seminar unsuitable for a candidate. For those paying in full for their entire course/seminar by PayPal, any deposits that are prepaid will be returned in the form of a cheque within the first two weeks of an attended course or for seminars upon the day. For those paying by any other method pre paid deposit amounts can be deducted from initial payments. Places will be offered on a first come first served basis. Deposits will not be returned to those candidates who fail to attend.

Please see section : 7 Cancellation, Transfer and Failure to Attend Courses & Seminars ONLY –

Course Codes 340, 415, 425 & One day Seminars

16. Release Forms- Acting For Camera Course Only

1.16 A separate release form will be issued to those students participating in the

Acting For Camera Course which will set forth an agreement about how any filmed material obtained during this course in terms of copyright and broadcast mediums can be used by both Class Act Drama Centre and the student. Release forms will be issued once applications have been formally accepted.

