

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

Room Request for Casting

These are the guidelines for casting and must be followed.

- 30 minutes should be given for setup and breakdown.
- Sides or scenes must be provided for the casting session
- You can schedule only 20 actors per 3 hours. (7 to 8 minutes per actor)
- Schedule and names of all the actors must be included with this form and to be submitted to the front desk of the building.

Part one - Step 1

*****To be submitted along with the room request form.**

Name:

Program:

Section:

Semester:

Project name:

PROJECT DETAILS: Check one

- Script to Screen - (Single 3 hour block)
- Web Series - (Single 3 hour block)
- Other (please detail)

Department signature.

Step 2

1. Go to the **Bursar with the signed form** and pay the room deposit fee.
2. Take the payment receipt and go to **P1** to book the available room.
3. **With regards to room reservations the Front Desk reserves the final say, not the Screenwriting Department.**

Instructions

- **If you are requesting to book one of the stages, please note that on the request form**
- We don't allow stunts or use of prop weapons in NYFA classrooms.
- Room availability comes out every Friday evening for the following week, and you will have to wait until then if you wish to book the room. No special requests please.
- The screenwriter who reserved the room must be present in the room at all times.
- All room bookings require a refundable deposit at the Bursar's office. The Bursar's office will give you a receipt of this deposit. Room booking deposits are \$100.00 with the following exceptions:

SPECIAL ROOMS

- **\$200.00:** Dance Studios #1, Bogart, Stewart, Astaire, Rogers, Freeman, Redford, Sellers, Mirren, O'Toole, Hoffman, and Marx in the Barham Building; Eggelston (Riverside Building)
- **\$300.00:** Toland, Zsigmond in the Riverside Building.
Guinness, Peck, Winkler, and Douglas in the Barham Building.

Bookings Not Allowed: Kaminski, Welles, Lee, Dance Studio #2, Brando, Eisenstein, Sorkin, Goldman, and Ephron in the Barham Building

Bookings Not Allowed: Screening Room, Hitchcock, Ford, DePalma, Miyamoto, Bushnell, Lasseter, Lange, and Cassavetes (on the weekends) in the Riverside Building.

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

Part Two - Step 3

******To be signed one business day before the casting session.***

Time :

Room booked :

Director name:

Casting Director name:

Name of the Greeter :

**** Casting Schedule : Attach the full names and the individual time that they are scheduled to the from.***



Department Chair signature.

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

	<i>Time Scheduled</i>	<i>Actor names</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		