

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

Room Request for CASTING - **Room requests will not be approved after 2:00 pm on Fridays.*

Scan and Email this form to your department: (CHECK ONE)

<input type="checkbox"/> FOR FILMMAKING nan.siribunlue@nyfa.edu robbie.godoy@nyfa.edu	<input type="checkbox"/> FOR PRODUCING heather.ritcheson@nyfa.edu	<input type="checkbox"/> FOR CINEMATOGRAPHY anthony.cook@nyfa.edu
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(Use NYFA email only, a minimum of 2 days prior to the casting session)

Name:

Program:

Section:

Semester:

Project name:

PROJECT DETAILS: Check One

Single 3 hour block	Two 6 hour blocks per week
<input type="checkbox"/> Mise en Scene / Continuity / Montage / Non Sync / POV / New Media <input type="checkbox"/> Digital Dialogue / Semester One / Prod. Short Film <input type="checkbox"/> Music Video / Commercial / Documentary <input type="checkbox"/> Short Term Final project <input type="checkbox"/> Other -	<input type="checkbox"/> Intermediate film / Thesis film for One year and MA / Semester 2 <input type="checkbox"/> Thesis film for MFA, AFA and BFA

Step 1 EMAIL YOUR DEPARTMENT-

EMAIL SUBJECT LINE should say - "Room Request: YOUR NAME (Date Room requested for)"

Scanned copy of this request form AND

1. **Attach the sides (scenes) for casting** - one set of sides per character.
2. Other details – including stunts, dancing or any special situations. (i.e. video reference links)
3. **Date of Room Request:**

Have you applied for this same project before? Yes No

Student Signature

SPECIAL ROOMS - No Special rooms for Casting.

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

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

Instructions

- We do not allow stunts, use of prop weapons or nudity 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 student who reserves 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 for standard-size classroom.

Step 2

After you receive the email confirmation please come by your department desk for a signature.

Department Signature

Step 3

1. Go to the “**Bursar**” with the signed form and pay the room deposit fee.
2. Take the payment receipt and go to “**P1 front desk Riverside Building**” to book the available room.
3. With regards to the room reservations, the front desk reserves the final say and not your department.

Step 4 - Must be physically signed ONE business day before the casting session.

Date and Time :	Name of the room booked :
Director name:	
Name of the Greeter (must be different than casting director):	

*** Attach TYPED Casting Schedule to the form: NO OPEN CASTING.**

- 1) **You can schedule only 20 actors per 3 hours.** (7 to 8 minutes per actor) **Each actor auditioning must have individual call times.**
- 2) **30 minutes** should be given for setup and breakdown.
- 3) Attach the Casting Schedule (full names of the actors and the individual time that they are scheduled in chronological order) to the form (obtain from front desk). This will be handed in to the front desk of the building before your casting session.

Department Signature