



# SAG-AFTRA N.Y. CONSERVATORY POLICY

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ALWAYS PROFESSIONAL, RESPECTFUL, CONSIDERATE

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## General Information

- New York Conservatory members may sign up for one class weekly.
- Conservatory classes start and end on time.
- No one will be admitted once the class has started. No exceptions.
- Class size is determined by individual teachers and may vary depending on the style of the class.
- Entrance to additional classes is via standby on the day of the class. The standby list opens up 15 minutes before each class. If there is space in the class, standby participants are taken in this order:
  - Members who have never taken a class
  - Members who have never taken the class in question
  - Members who have not taken a class or are not registered for a class during the week in question
  - All others on a first-come, first-served basis. Admittance as a standby is not guaranteed.
- On occasion, classes may be cancelled due to circumstances beyond our control. Make-up classes are not offered.

## Online Class Sign Up

Sign up for all classes, seminars and workshops is done online at [sagaftra.org/nyconservatory](http://sagaftra.org/nyconservatory). Class sign up will become available the Monday prior to the week a class is scheduled to take place, or on the Tuesday prior if Monday is a holiday and the N.Y. Conservatory is closed.

To sign up for classes, please log in to your SAG-AFTRA account and follow the instructions at [sagaftra.org/nyconservatory](http://sagaftra.org/nyconservatory).

### TIME POLICY:

- You must arrive 15 minutes prior to the start of class and wait in the member lounge. This window of time allows members to quietly prep for class.
- No one will be admitted once the class has started.

**No exceptions.**

- Members are asked to handle personal and/or business matters before entering the studio. If you leave a class in progress for more than 10 minutes, you will not be allowed to re-enter the class.

## Cancellations

In the event you need to cancel your reservation for a class, seminar or workshop, you must do so as soon as you learn that you are unable to attend and no later than 8 p.m. the night prior. To cancel, please log into your SAG-AFTRA account and follow the cancellation instructions at [sagaftra.org/nyconservatory](http://sagaftra.org/nyconservatory).

Failure to cancel on time will result in one unexcused absence. A second unexcused absence will suspend your conservatory membership for 30 days. Walk-ins will be permitted if space allows on the day of the class, seminar or workshop.

## N.Y. Conservatory Etiquette

As a N.Y. Conservatory member, you agree to be respectful to fellow members, teachers and staff. As a reminder, Conservatory committee members and teachers are volunteers. Please thank them for their service.

**Mobile phones must be kept on silent or vibrate mode in the studio**, no exceptions. Exit studio to use phones. Phones may be used in the member lounge. Please consider fellow members and keep your volume down.

All members waiting to check in for a class, seminar or workshop must wait in the member lounge. There is no waiting permitted by the reception desk area. Thank you for keeping this area clear.

No one except the teachers or those registered for the current class should be in the Conservatory or Conservatory prep room.

Disruptive behavior will not be tolerated and you will be asked to leave the class, seminar or workshop.

Behavior that threatens the safety of members, teachers, staff or others, or that harms and disrupts the Conservatory or SAG-AFTRA workplace will not be tolerated.

Violations of Conservatory policies may result in penalties, including but not limited to, removal from a class/seminar/workshop, suspension from the Conservatory for a period of time, or expulsion from Conservatory. Suspension or expulsion determinations are made at the sole discretion of the Conservatory Committee Chairperson.

## Food/Drinks

There is absolutely no eating, no gum chewing and no drinking of any beverages in the N.Y. Conservatory studio. Bottled water is permitted and must be kept covered and away from all equipment, **NO EXCEPTIONS**. Let's keep our studio neat and clean.

## Sides/Copy

Copy is available to all N.Y. Conservatory members or students can bring their own if specified. N.Y. Conservatory members are expected to replace items used in the designated binders. Please help keep our space neat and clean. Dispose of items in the receptacles provided.

## Recording

It is at the sole discretion of the teacher conducting class to record individual performances during class, as time allows and if it doesn't interrupt the class flow. The teacher is not expected to edit class recordings, nor distribute copies of recorded N.Y. Conservatory classes.

Members who want to reserve space to record an audition can register with the SAG-AFTRA Foundation On-Camera Lab on their website at [sagaftra.foundation](http://sagaftra.foundation).

## Pictures

We are proud of the work done at the N.Y. Conservatory. Occasionally, pictures may be taken by staff, staff designees and chair only and will only be for use in SAG-AFTRA-related media or for display in the Conservatory studio. You agree to such use and understand that participation in pictures is voluntary and without compensation.

## Equipment/Lights

Only the N.Y. Conservatory Chair and staff are cleared to operate, move and make changes to equipment/lights in the Conservatory. Please ask for assistance. Only teachers and volunteers approved by the chair may operate the camera.

Teachers, substitute or assistant teachers: Please submit requests and a completed teacher application, as well as a teaching resume to the committee's staff. Email: [nyconservatory@sagaftra.org](mailto:nyconservatory@sagaftra.org) for follow-up and/or interview. Submission does not guarantee acceptance.

## Volunteers

Anyone wishing to volunteer at the N.Y. Conservatory must be a member in good standing of SAG-AFTRA and the N.Y. Conservatory. Please email your request for consideration to [nyconservatory@sagaftra.org](mailto:nyconservatory@sagaftra.org), attention N.Y. Conservatory Chair. You may be contacted for an interview. Submission does not guarantee acceptance.

## Conservatory Fee

The Conservatory offers membership for a nominal fee. There is no prorated fee throughout the season. There are no refunds.

The SAG-AFTRA N.Y. Conservatory offers a studio where members get the opportunity to hone their craft. Attendance does not guarantee work nor agent/manager representation. Our classes, seminars and workshops are for educational purposes only.

The SAG-AFTRA N.Y. Conservatory is not responsible for your voluntary participation in events not affiliated with the SAG-AFTRA N.Y. Conservatory. Participation is your sole responsibility.

## ENJOY THE BENEFITS OF MEMBERSHIP. THANK YOU!

*By joining you agree to adhere and be governed by the policies and procedures outlined above for the term of your membership. Failure to do so could result in revocation of your membership.*