

# SAG-AFTRA L.A. Conservatory Policies and Procedures

## GENERAL INFORMATION

The SAG-AFTRA Los Angeles Conservatory Committee works on a local level to facilitate, encourage, and empower all local SAG-AFTRA members to expand their knowledge and advance their career objectives through educational programs overseen by dedicated industry professionals. The Conservatory offers members a means to nurture their talent, business acumen, and craft to sharpen and broaden their skill sets in varied forms of production and performance. The goal is to provide a pathway to build and maintain a sustainable career.

## ATTENDANCE & PUNCTUALITY POLICIES

- For small classes, arrivals after the 10-minute grace period will not be permitted to attend.
- For large classes, doors close when the class/event reaches capacity.
- Latecomers will not be permitted to participate in class exercises.
- You are responsible for canceling your registrations through your account at [sagaftra.org](http://sagaftra.org). If it is within 12 hours of the start time, you must email [conservatory@sagaftra.org](mailto:conservatory@sagaftra.org) to cancel.
- Three no-shows will result in a 60-day suspension of class registration.

## GENERAL RULES

- No solicitation, leafleting, or promotion of outside services.
- Verbal abuse will not be tolerated.
- Personal photography or video recording during class is not permitted.
- Bags may be subject to inspection.
- Behave in a manner befitting members of SAG-AFTRA.

## ETIQUETTE

Members of the SAG-AFTRA LA Conservatory are encouraged to:

- Complete any assigned work before class.
- Arrive early to have ample time to check in and get seated.
- Respect each other, the instructors and staff.
- Express gratitude to instructors who have all volunteered their time.
- Silence cell phones or other possible distractions.
- Be patient with those who may have a different level of experience.
- Avoid causing disruption of the class.
- Respect the privacy of fellow classmates by keeping all shared information confidential.

## MEMBERSHIP SUSPENSION/ TERMINATION

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

**The SAG-AFTRA LA Conservatory committee and staff value your cooperation with these rules and appreciate your support in making membership as pleasant as possible for all members.**