

FilmLab Academy Casting Support Terms & Acknowledgement

Asset: Student/guardian terms and acknowledgement

Version: 1.0

Status: Draft for review before use

Purpose: Student-facing terms for FilmLab Academy's Casting Support pathway.

Important: This document is a working business/compliance draft and is not legal advice. Because this service touches private employment agent obligations in Queensland, FilmLab should consider having the final version checked by an appropriate Queensland legal or industrial relations adviser before launch.

1. Parties and Eligibility

Provider: FilmLab Academy

ABN: 42 617 037 715

Address: [insert FilmLab business/contact address]

Phone: [insert FilmLab main phone]

Email: [insert FilmLab main email or contact email]

Student name: _____

Date of birth: _____

Parent/guardian name, if under 18: _____

Student/guardian email: _____

Student/guardian phone: _____

Class enrolled: _____

Casting Support is available to current FilmLab Academy students only. Access to Casting Support ends when the student's FilmLab enrolment ends, unless otherwise agreed in writing.

2. Purpose of Casting Support

Casting Support is designed to help current FilmLab students prepare stronger audition materials and manage suitable casting submission opportunities where appropriate.

Students do **not** need to subscribe to be considered for suitable roles. FilmLab may still submit current students for suitable opportunities without a Casting Support Subscription, subject to role fit, consent, deadlines, capacity and compliance requirements.

The Casting Support Subscription is an optional support service. It does not guarantee auditions, callbacks, roles, paid work, representation or casting outcomes. Casting decisions are made by producers, casting directors and production companies.

3. Casting Support Subscription Services

Subscribers may receive additional audition preparation and casting material support, including:

- self-tape feedback for up to 3 takes per audition
- wardrobe, makeup and slate guidance
- physical movement guidance based on the script or sides, including blocking, eyeline, tempo and physicality cues
- guidance around casting profile presentation
- guidance around headshots, reels, measurements, credits and submission materials
- showcase listing while enrolled and in good standing, where suitable

These services are provided as audition preparation and support services only. They are not payment for access to roles, auditions or casting opportunities.

4. Casting Platforms and Profile Support

Subscribers may receive support with creating, updating and improving casting platform profiles, including guidance around profile presentation, headshots, reels, measurements, credits and materials.

Any third-party casting platform fees, upgrades or paid features are not included in the FilmLab Casting Support Subscription. Where a student or guardian chooses to use a third-party platform, those costs are paid separately by the student or guardian, or on-charged at cost if FilmLab is asked to facilitate.

Non-subscribers may still be considered for suitable casting opportunities where appropriate, but must provide complete, submission-ready materials themselves.

FilmLab is not required to create, update or maintain casting platform profiles, chase missing assets, correct materials, provide feedback or perform platform administration for non-subscribers.

FilmLab may submit students for suitable opportunities at its discretion, subject to role fit, student/guardian consent, deadlines, capacity and compliance requirements. Subscription does not guarantee submission, auditions, roles or paid work.

5. Forward-Only Submission Pathway for Non-Subscribers

Current FilmLab students who do not subscribe may still use the Forward-Only pathway where appropriate.

Under this pathway, students must provide complete, submission-ready materials by the required deadline. FilmLab may forward suitable materials where appropriate, subject to role fit, consent, deadlines, capacity and compliance requirements.

The Forward-Only pathway does not include:

- self-tape feedback
- movement or performance notes
- wardrobe, makeup or slate guidance
- casting profile creation or maintenance
- chasing missing materials
- correcting files or links
- audition coaching
- filming, editing or directing self-tapes
- submission packaging or uploading

Typical processing time is around 24 hours where practical. No feedback is provided on this pathway.

6. File and Link Standards

Students must follow FilmLab's file and link standards so submissions can be processed efficiently.

Preferred format:

- upload self-tapes to YouTube as an unlisted link
- use clear naming: `NAME_LASTNAME_ROLEOFCHARACTER`
- include a PDF CV
- include two JPG headshots
- include a reel link if available
- deliver materials at least 1 hour before the submission cut-off

If files are sent directly, FilmLab may require MP4 format, H.264 encoding, 1080p resolution, file size limits and clear file naming.

FilmLab may be unable to process incomplete, incorrectly labelled, inaccessible or late materials.

7. Submission Channels

FilmLab will provide current submission contact details to students or guardians once the required acknowledgement process has been completed.

Email will remain available as a submission option so students and guardians are not required to use a specific third-party messaging platform.

8. Price and Billing

The Casting Support Subscription is **\$50 per month**.

The subscription is optional and may be cancelled anytime.

Billing terms:

- monthly subscription
- cancel anytime
- cancellation stops future billing
- pro-rata treatment may apply only where supported by FilmLab's payment system or confirmed in writing
- failed payments may pause access until resolved

Refunds may be considered where services were unavailable due to FilmLab error. Otherwise, fees are generally non-refundable once support services have been delivered.

9. What Is Not Included

The Casting Support Subscription does not include:

- audition coaching
- filming self-tapes
- directing performances
- editing self-tapes
- submission packaging or uploading
- guaranteed auditions
- guaranteed casting outcomes
- priority access to opportunities

- priority communications outside the agreed support scope

Additional audition services may be booked separately where available.

10. Commission Policy

If the student has an external agent, FilmLab charges **0% commission**.

If the student does not have an external agent, and FilmLab is the sole submitting party, FilmLab may charge **10% commission only on paid bookings**, in line with applicable performer fee limits.

No double commission applies.

FilmLab will not charge commission on unpaid roles.

If there is uncertainty about the student's agent status or agent-of-record, FilmLab may seek confirmation before invoicing or deducting commission.

11. Payments for Booked Work

Where possible, production companies should pay performers directly.

If FilmLab receives payment on behalf of a performer, FilmLab will manage the payment in line with applicable requirements, including providing a financial statement and paying the performer within the required timeframe.

Any money received on behalf of a performer will be treated as performer money, less any agreed and lawful commission.

12. Information Statement and Compliance

Before FilmLab provides casting support or submission services, the student or guardian may be required to receive the **Information Statement for Work Seekers, Models and Performers** and sign this acknowledgement.

By signing this document, the student or guardian acknowledges that:

- they have received the Information Statement for Work Seekers, Models and Performers before services are provided
- they understand the Casting Support Subscription is optional
- they understand students may still be submitted for suitable roles without subscribing

- they understand the subscription provides audition preparation and support services only
 - they understand the subscription does not guarantee auditions, callbacks, roles, paid work or casting outcomes
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13. Authority to Submit and Communicate

The student or guardian authorises FilmLab Academy to act as a limited, non-exclusive casting support contact for the purpose of:

- submitting the student’s materials to suitable casting, production or creative opportunities where appropriate
- sharing necessary personal information for casting purposes, such as name, headshots, reels, measurements, credits, CV and contact details
- communicating with casting directors, producers or production contacts about auditions, submissions and bookings
- confirming engagement details where the student is offered a role
- receiving payment on the performer’s behalf only where directed or required by the production arrangement, and remitting payment in line with applicable requirements

This authority is non-exclusive. The student may have an external agent or seek opportunities independently.

This authority may be revoked in writing at any time, although submissions already made may continue until those specific opportunities are resolved.

14. Privacy, Records and Consent

FilmLab will only use student information for casting support, submission, record keeping, compliance and related FilmLab purposes, unless otherwise authorised or required by law.

FilmLab will not knowingly disclose or misuse personal information without appropriate permission.

FilmLab may retain required registers, acknowledgements, correspondence, booking notices, financial statements and related records for at least 6 years.

Students and guardians must provide accurate and current information. They must also notify FilmLab if contact details, agent status or consent preferences change.

15. Minors and Child Safety

For students under 18, parent or guardian consent is required.

Parent or guardian consent may be required for:

- casting submissions
- sharing headshots, videos, CVs and personal details
- creating or updating casting platform profiles
- public showcase listings
- communication with production companies or casting contacts
- accepting auditions or roles

Where activities are child-related, FilmLab maintains appropriate child-safe practices and supervised staff hold valid Blue Cards where required.

16. Showcase Listing Consent

Where suitable, subscribers may be listed on a FilmLab student showcase page while enrolled and in good standing.

A showcase listing may include approved details such as name, image, showreel link, credits or profile information.

For students under 18, parent or guardian consent is required before a public showcase listing is used.

A student or guardian may request removal of a showcase listing at any time. FilmLab will remove it within a reasonable period.

17. No Guarantee

FilmLab does not guarantee:

- auditions
- callbacks
- roles
- paid work
- casting outcomes
- response from casting directors or producers
- acceptance onto third-party casting platforms
- that any specific student will be submitted for any specific role

All submissions are subject to role fit, consent, deadlines, capacity and compliance requirements.

18. Acknowledgement

By signing below, I acknowledge and agree that:

- I have read and understood these Casting Support Terms & Acknowledgement
 - I have received the Information Statement for Work Seekers, Models and Performers before services are provided
 - I understand Casting Support is optional
 - I understand students may still be submitted for suitable roles without subscribing
 - I understand the subscription is for audition preparation and support services only
 - I understand FilmLab does not guarantee auditions, roles, paid work or casting outcomes
 - I understand commission may apply only where FilmLab is the sole submitting party, the student has no external agent, and the booking is paid
 - I authorise FilmLab to submit and communicate on the student's behalf for suitable casting opportunities as outlined above
 - I confirm that the information provided is accurate and current
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19. Signatures

Student name: _____

Student signature: _____

Date: _____

Parent/guardian name, if under 18: _____

Parent/guardian signature: _____

Date: _____

FilmLab representative name: _____

FilmLab representative signature: _____

Date: _____

Internal Notes Before Use

Before publishing or using this document, FilmLab should complete the placeholders for:

- FilmLab address

- FilmLab phone
- FilmLab email/contact pathway
- final subscription cancellation wording based on the payment system
- final process for pro-rata billing, if available
- final submission contact workflow

Recommended checkout acknowledgement wording:

I confirm that I have read and agree to the Casting Support Terms & Acknowledgement. I understand this subscription is optional, provides audition support services only, and does not guarantee auditions, roles, paid work or casting outcomes.