

CUFA Actor's Handbook

Key contact information:

For general questions contact cufilmassociation@gmail.com.

For queries relating to acting/actors contact our actor's representative Lillian Jones
lfj23@cam.ac.uk

Casting and Auditions

General note: If you are involved in the ADC theatre you can expect the same procedures and expectations.

For Actors

Taking part in a film:

- Auditions will normally be advertised on Camdram (normally under CUFA but do check normal advertisements too), Facebook, or on CUFA's weekly newsletter.
- Let audition holders know if you are unable to make the audition
- Make sure you have a CUFA membership.
- Speak out about anything which makes you uncomfortable, has not been prior agreed, or if you have any concerns. Contact lfj23@cam.ac.uk if you have any questions/welfare concerns that you cannot/do not want to raise with production (although they should be your first point of contact, unless of course you are in an unsafe situation).

Additional welfare advice

- You do not have to do anything you are not comfortable with, regardless of whether you once agreed to it.
- You are entitled to regular breaks during shooting hours
- Every member of the team including actors and production are equally important- there should be no hierarchy.

For Production

Fair Casting

CUFA believes in fair and responsible casting.

This means you must:

- Advertise and hold open auditions (your friends may audition but you must keep an unbiased opinion and allow everyone a chance to show their talents).
- Prioritise Cambridge students.
- Acknowledge any triggers/content warnings when advertising auditions
- Let both successful and unsuccessful applicants know the outcome of their audition (as quickly as possible).
- Always consider diversity when casting a film/project.
- Contact lfj23@cam.ac.uk if you have any questions/welfare concerns.

For tips on advertisement

- Advertise on Camdram (it is advised to affiliate CUFA with your advertisement, but it is also possible to do without).
- Facebook is another great advertisement tool, specifically in the 'Cambridge Theatre' Facebook group.
- You can contact CUFA to request an advertisement in our weekly newsletters.

Useful Information

- You can find information regarding equipment hiring on our website: <https://www.cufa.uk/>
- Film clubs are held every Thursday at 7:30pm
- Weekly writers' group every Monday from 7:30-9:00pm
- Follow us in Instagram @CUFA_FILM for regular updates
- Subscribe to our weekly newsletter