

Guidelines for casting work of the Danish Actors' Associations 2013

1. On the guidelines

- a. These guidelines for casting work have been formulated by the Danish Actors' Association in cooperation with [CASTING DIRECTOR] (the Casting director).
- b. The guidelines are to ensure that the members of the Danish Actors' Association (the Member) meet with professional and loyal casting directors working according to the below guidelines in connection with casting for roles in Denmark. The guidelines reflect the perception of good casting practice of the Danish Actors' Association.
- c. Casting directors, who agree to follow the guidelines, will appear on the list of casting directors that the Danish Actors' Association recommends that its members work with.

2. General provisions

- a. The Casting director strives to acquire a broad knowledge of the members of the Danish Actors' Association.
- b. The Casting director cooperates with the Danish Actors' Association to create greater openness and visibility concerning castings involving the members of the Danish Actors' Association.
- c. The Casting director is obliged to familiarise with the contents of the current collective and collegial agreements of the Danish Actors' Association and only cast the Member for productions that comply with the minimum requirements set forth therein.
- d. The Casting director is responsible for checking membership and ensuring that sub-point 2.c. above is adhered to.
- e. The Casting director cannot be authorised to enter into binding agreements on behalf of the Member.
- f. The Casting director is not allowed to act as agent or booking agency for the Member, just as the Member is not allowed to be booked for castings, productions, etc. through the Casting director.
- g. According to the Member's wishes, the Casting director may allow pictures etc. of the Member to be displayed on the Casting director's website free of charge. On request from the Member and the Danish Actors' Association, the Casting director must be able to produce a permission to such use from the Member.
- h. The Casting director is not allowed to charge booking fees from members of the Danish Actors' Association.

3. On notification of the casting

- a. The Casting director is responsible for providing the Member with as much practical information as possible about the role for which the casting is held.
- b. Any provisions concerning payment and rights must be passed on to the Member in writing.
- c. The Casting director must gather as much information as possible about the set-up of the production, the nature and size of the role, the script, etc. to enable the Member to prepare for the casting as good as possible. Likewise, the Member must be informed and prepared if the Casting director expects him or her to improvise during the casting.
- d. If the Member is cast for several projects at the same time, he or she must be informed of this.
- e. The Member is responsible for being available for the Casting director to pass on the above-mentioned information, just as the Member must prepare as good as possible for the casting based on this information.

- f. The Member must loyally inform the Casting director of other work which may prevent him or her from accepting the role, for which the casting is held.
- g. No payment must be charged for the Member's participation in the casting, just as the Member is not entitled to receive any payment for the participation.

4. During the casting

- a. In as far as possible, the casting must be held in private, unless circumstances dictate that it be held in public.
- b. The casting must have a time frame suitable for the nature of the casting and the role. The Casting director must schedule the casting thus that as little waiting time as possible occur.
- c. The Casting director must be available to answer questions from the Member concerning the role, for which the casting is held.
- d. The casting must have a maximum duration of two hours. After such time, the member is entitled to payment in accordance with the rates for test filming or workshops of the Danish Actors' Association. Material produced during the casting, test filming or workshop may not be used without the consent of the Member.
- e. Film recordings or stills of the Member from the casting may only be used in the casting procedure or be shown to the producer and director of the production. When casting for commercials, relevant recordings and stills of the Member may likewise be shown to the customer of the producer.
- f. The Casting director is allowed to use recordings and stills of the Member from previous castings, if these are considered relevant for the casting of the Member in another, specific role. The Casting director must respect the wish of the Member that material produced during the casting be deleted or not be used in another context.
- g. Recordings and stills from castings may never be passed on to a third party.

5. After the casting

- a. Unless otherwise agreed with the individual Member, the Casting director must inform the Member of the result of the casting via telephone as soon as possible.
- b. The Member must be allowed to negotiate payment and rights directly with the producer. When casting for commercials, the Casting director may negotiate payment and rights on behalf of the Member provided that it is clearly specified in writing how many recording days, spots, travel days, etc. as well as rights are covered by the payment in accordance with the current Agreement on the Production of Commercials of the Danish Actors' Association. However, the Member may always wish to reserve the right to individual negotiation of payment with the producer. The Casting director must be informed of such wish prior to the casting.
- c. The Casting director must not be listed as producer on signed contracts etc., charge fees from the payment of the Member, pay the Member or have any similar employer obligations towards the Member.
- d. The Casting director must not press the Member to sign a contract or any other agreement without the Member having had the opportunity to discuss the contents of such an agreement with his or her professional association.

6. Other provisions

- a. The current guidelines come into force when signed by the Danish Actors' Association and the Casting director.

- b. The Danish Actors' Association may terminate the cooperation with immediate effect if the Casting director is found not to follow the provisions of the present guidelines.
- c. The Casting director may terminate the cooperation by written request to the Danish Actors' Association. The termination comes into effect when the Danish Actors' Association has confirmed receipt of the request.
- d. On termination of the cooperation the Danish Actors' Association will inform its members of this through the relevant communication channels.
- e. Any question relating to the understanding of, compliance with or termination of the present guidelines must – unless the parties reach a peaceful solution or decide to bring the dispute before a court of law – be settled finally through arbitration.

Date/Danish Actors' Association

Date/Casting director