



2024 CALENDAR YEAR

STUDENT HANDBOOK

336.285.6238 drew@in-studio.org

904 Norwalk Street, Unit A & B, Greensboro, N.C. 27407

MISSION STATEMENT

To provide actors the **tools to work** routinely **on screen** by offering training within an **honest and competitive** learning environment.

in-STUDIO is committed to encouraging excellence in all performing arts communities, particularly the southeast region of the United States and Hollywood.

Who We Are

in-STUDIO is a professional actor training facility specializing in on-camera techniques and physical expression for serious performers. We're a small town studio with big screen credits.

Who We Serve

The primary clientele of in-STUDIO are current and future actors in the television and film industry. Since 2013, students of in-STUDIO have booked over 700 commercial, TV series, and film roles.

After training with in-STUDIO at the professional level, four students booked ongoing roles as a series regular and can be seen on networks including Netflix, Comedy Central, and Amazon Studios. In 2019, one hundred percent of our high school graduates who trained in our professional level throughout high school were all accepted in BFA programs throughout the United States.

Though professional film and television acting is our primary focus, our team recognizes the value of acting training for children who have an interest in performing and for professionals who want to improve skills. Our coaches have worked with theatre performers, professional athletes, corporate executives, and organizational leaders to help them build confidence in front of cameras or large audiences, improve the content of presentations, and develop stage presence.

Our Studio

Established in 2011, Dane Northcutt, the original studio founder, began teaching 6 students the fundamentals of the Meisner technique as given to him from Janet Alhanti Studios. He taught them in a rented space in the back of a Greensboro-based business. As different students began to find success on screen using his modified-Meisner approach for the southeast region, Dane moved the studio to a small property by the Latham Park area.

In 2013, as class numbers had tripled, Dane offered Drew Matthews, one of his original 6 Meisner students, a teaching opportunity. Drew's primary focus would be placed upon building a junior program while creating an elite curriculum. At the time, Drew was a nationally recognized instructor through the U.S.P.T.A.

Dane retired from active teaching at the studio in 2014 and handed over all studio director responsibilities to Drew.

Drew riskily abandoned the traditional actor training methods which often include 80% observation and 20% performance. Instead, he created a quadrant of equal classroom expectations focusing on competency training for independent thinking, actor camera techniques, physical and emotional expression, and shortened observation critiques through playback on television monitors.

In August of 2020, in-STUDIO moved into its current location. This 6,000 sqft building is equipped for designing film sets, a functioning theatrical stage, two audition recording rooms, and is also equipped for wheelchair users.

Administration and Staff

Drew Matthews (Studio Director & Owner)

drew@in-studio.org

Career Highlights: *Marvel's She-Hulk*, TEDx Speaker, USPTA Certified at the Highest Level, Personal coach to all studio Series Regulars

Lee Spencer (Head of Adult Training Programs)

leespencer@in-studio.org

Career Highlights: *Stranger Things*, *Ozark*, *The Walking Dead: World Beyond*, Alumni of American Academy of Dramatic Arts in NYC

Chris Cunningham (Head of Junior Program)

chris@in-studio.org

Career Highlights: University of North Carolina at Greensboro, in-STUDIO Alumni (Meisner)

Kelsi Chandler (Administration)

kelsi@in-studio.org

Career Highlights: *Netflix's Outer Banks*, Alumni from the New York Conservatory for the Dramatic Arts

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Services, Training & Sessions

in-Studio offers the following services: Private Coaching, Group Classes, Audition Recording Services, Virtual Training Options, Career Counseling, Executive Coaching, Demo Reel Creation and Editing Services.

Our Education Model

in-STUDIO follows a Competency-based education model for training through our programs. This education model is defined as such:

1. **Mastery:** Students advance to the next level of actor training, based upon demonstration of skills, content knowledge, and execution during critiqued performances.
2. **Pace:** Students progress at different rates in different areas, rather than on a teacher-driven, class-wide schedule. We do not advance a student just because of age or length of time spent in a program. Nor do we hold students back for similar reasons.
3. **Instruction:** Students receive customized curriculum to match their individual learning needs to keep them discovering increasingly challenging material in a developmentally appropriate and motivating manner.

Training Formats

On-Camera Classes work with the actor each week directly in front of multiple camera lenses. Students are required to perform cold and prepared material 2-3 times per class. Actors must watch their playback from class for additional critiquing.

Classical Acting “Stage” Classes work on our stage or in arranged performance spaces. These classes implement classical methods which are also taught in conservatories, universities, and

traditional acting studios.

Virtual-Online Classes use *Zoom* technology to work with actors in the safety and privacy of their home. A well lit room, strong internet connection, and screen/ microphone are essential for a positive result.

6-Week Training Sessions

Although our studio is considered a full time training facility, we operate our intermediate and advanced actors in **sessions**. These sessions meet for 6 weeks consecutively. They are immediately followed by a 2-week break. A detailed calendar can be found at the back of this handbook.

Why the 2-week break?

- 1) When humans are asked to conjure up random emotions, even in a controlled manner, it wears down the body and mind. By taking a 2-week break between intense training sessions, we are allowing the actor to safely recover and assess how their body is affected through the acting process.
- 2) By providing a 2-week break, we can easily make up any classes that the studio had to reschedule due to inclement weather, or nationally recognized holidays.
- 3) Our studio also requires instructors to find material that encourages actors to work on their less than stellar skillsets. in-STUDIO programs often use original scripts which support original performances, as compared to a mere imitation of a previously viewed scene.

When current students reach the 5th week of training, they will be asked if they are continuing in the next scheduled 6-week session. That decision should be made prior to the 6th and final class.

If a student opts to forgo training, they will not receive criticism for that decision, as there may be a personal, financial, and/or private reasoning. Actors should train at a facility that best meets their emotional, personal, financial, and career-based goals.

Placement of Students

All students will be carefully placed in the classes matching their current technical abilities. The age of one student may differ from the other students. in-STUDIO will make a concerted effort to keep the age ranges as close together as possible. However, the main emphasis will be placed on a student's technical abilities. An actor must be challenged but not overwhelmed, so the student will be placed in the level that encourages the most progress.

Minors are not permitted to train in any adult program, regardless of skill level.

EVALUATIONS/ADVANCEMENT

Actors will be evaluated by the coaching staff at the end of each session to ascertain progress and determine their placements for the coming session. The changing of classes at in-STUDIO is always decided with the actor's best interest and advancement in mind.

PROFESSIONAL PROGRAMS

Actors will be notified by the studio when they are ready for one of our Professional programs. They are considered invitation-only.

POLICY FOR LESSONS OUTSIDE OF IN-STUDIO

in-STUDIO is committed to providing students consistent training at the highest level. Actors are encouraged to train as often as possible, taking advantage of extra homework assignments and private lessons, in addition to their weekly group classes. While it may seem logical to enroll in numerous acting studios to speed up training, one must be aware of conflicting ideologies, creating bad habits, or possible emotional injuries to the actor. Actor training

can oftentimes feel dogmatic and religious in tone. One studio's *truth* for on-screen success might be considered another studio's *blasphemy*. To this end, it is strongly advised that students and their families are cautious when seeking outside information, private lessons, or coaching during your current training session at in-STUDIO.

If a class or discipline is not offered at in-STUDIO, please discuss your desires with Drew Matthews (drew@in-studio.org)

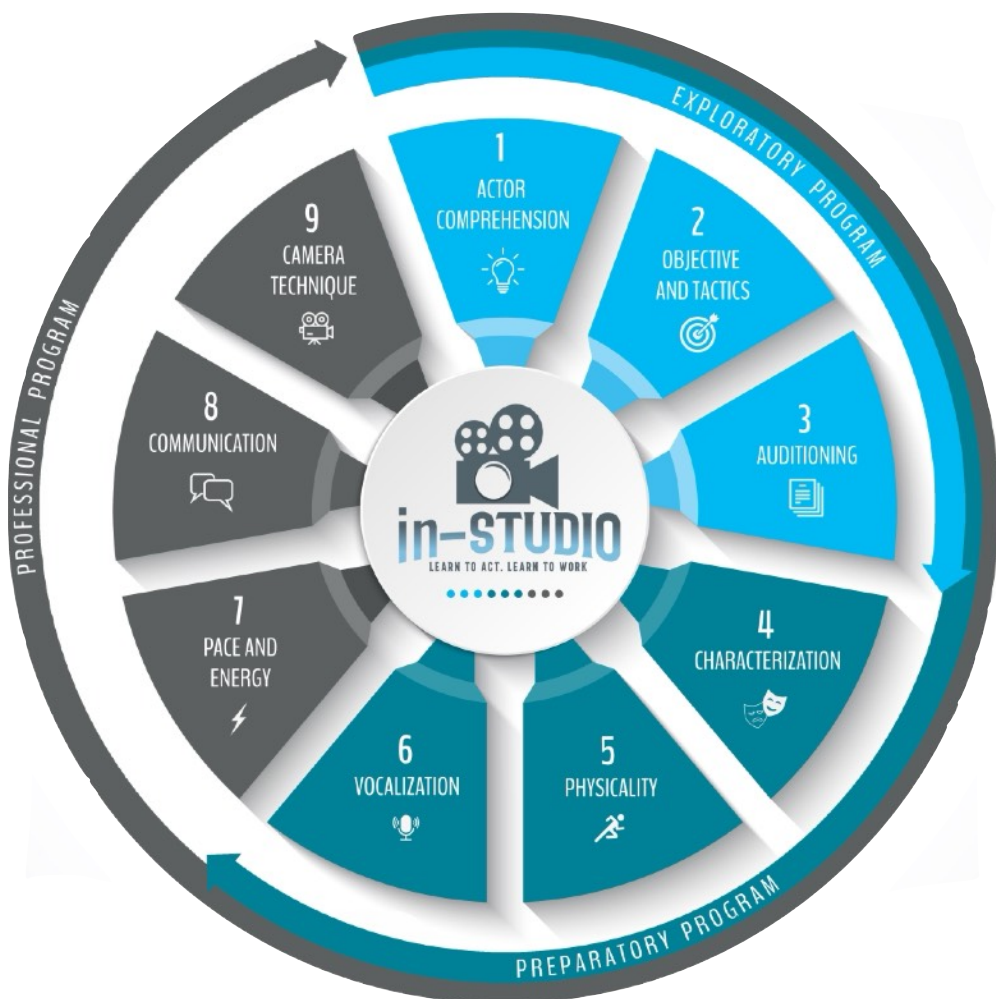
in-STUDIO partners with several actor specialists who understand our mission statement and are in alignment with our long-term desires for actor success. Please contact Drew (drew@in-studio.org) for a list of diction/dialect, accent work, musical theatre, Alexander technique, stage combat, and vocal training coaches.

OBSERVATION/AUDIT OF CLASSES

To avoid any distractions to the students and instructors, no one is permitted to sit in classes. There are multiple observation weeks throughout the calendar year so that parents may see their child's progress. Adult programs do not allow observation periods.

Only currently enrolled students will be notified of observation opportunities. Cameras, video recorders, and cell phones are NOT allowed in the studio during observation.

Studio Curriculum Map



Junior Enrollment

EXPLORATORY PROGRAMS

Exploratory classes are geared to introduce actors to the techniques and expectations that working actors must deliver on set. This program is ideal for beginners, or actors looking to honor their artistic talents, without the added competitive pressure.

*Exploratory programs meet on a monthly basis.

Future Stars Training 1

Saturdays 9:30-10:15AM

Ages 4-6

Session Tuition \$90 per month

Future Stars Training 2

Wednesdays 5:30-7PM

Ages 7-10

Session Tuition \$130 per month

Junior Fundamentals Training

Saturdays 1030AM-12PM

Ages 11-14

Session Tuition \$130 per month

High School Fundamentals Training

Wednesdays 7-830PM

Grades: 9th-12th

Session Tuition \$130 per month

PREPARATORY PROGRAMS

Audition is required.

Preparatory classes are geared for actors who have a strong background in actor training and/or are willing to audition into the program. Students who show mastery of clearly defined skillsets from the Exploratory program will be invited into the Preparatory program without an audition.

*Preparatory programs meet for 6-week increments.

High School On-Camera Training

Mondays 530-730PM

Grades: 9th-12th

Session Tuition \$250

High School On-Camera Training

Thursdays 5-7PM

Grades: 9th & 10th

Session Tuition \$250

Middle School On-Camera Training

Thursdays 5-7PM

Grades: 6th-8th

Session Tuition \$250

in-STUDIO Virtual Training

Saturdays 2-3:30PM

Ages 13-17

Session Tuition \$180

*Must have ability to record homework and strong internet connection.

PROFESSIONAL PROGRAMS

Audition is required. Invite only.

Professional classes are invitation and audition only. Actors must be agent/manager ready and able to deliver an acting product that represents the studio on the highest level.

Students who demonstrate exceptional leadership in the Preparatory program will receive an invitation into the Professional program without an audition.

Hight School Small Group Professional Training

Tuesdays 5-7PM

Grades: 9th-12th

Session Tuition \$250

High School Professional Training

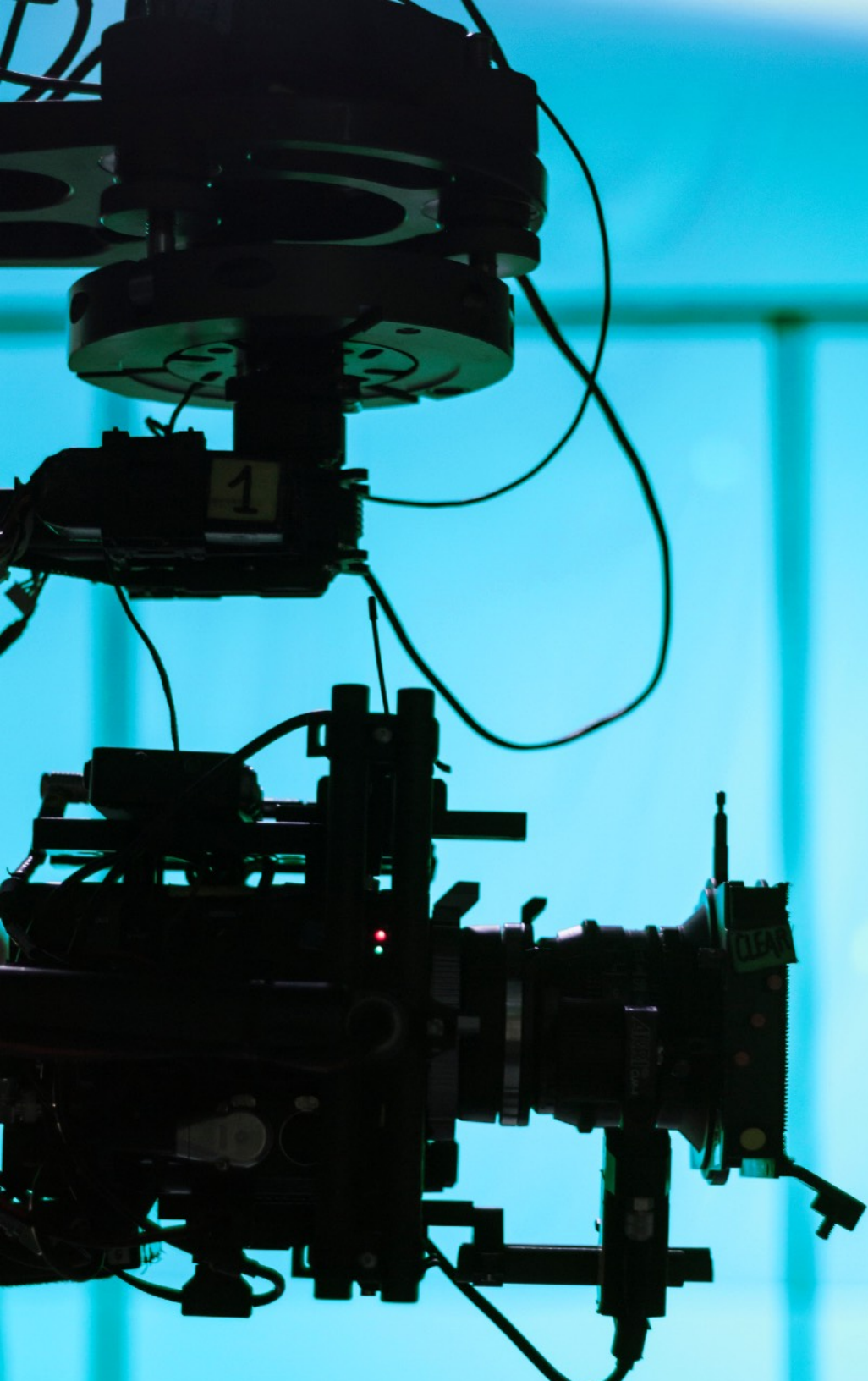
Fridays 6-830PM

Grades: 9th-12th

Session Tuition \$2750

*\$50 of the tuition is non-refundable.

Any new student may audition into the Preparatory program or the Professional Program. Email kelsi@in-studio.org for audition information.



Adult Enrollment

EXPLORATORY PROGRAMS

The Adult Exploratory program allows for 2 clearly defined pathways to begin training. This is intended for committed adults who are eager to learn the expectations and responsibilities of being a working actor. This curriculum is ideal for beginner or stage actors and those who wish to develop a solid understanding of modern camera techniques.

The Exploratory Traditional Adult Program

Saturdays 1-3:30PM

Monthly Cost \$160

This monthly ongoing program introduces the actor to station work as a teaching medium. Each class has 2-3 stations of specific techniques that will be practiced intently. As noted in our curriculum wheel, 3 fundamentals will be taught each Saturday. Each training station meets in a different room in the studio. Actors will rotate to a new training station every 40-60 minutes. This allows the actor to work with multiple coaches on a variety of topics/techniques over the two and a half hours.

The Exploratory Small Group Adult Program

Saturdays 4-6PM

Monthly Cost \$130

This monthly ongoing program introduces the actor to station work as a teaching medium. The fundamentals, as detailed in our curriculum wheel will be introduced. Each class has 1-2 stations of specific techniques that will be practiced intently and with measurable goals. With groups of 10 or less, only 1 station will be used.

*\$50 of the tuition is non-refundable.

PREPARATORY PROGRAMS

Audition is required.

Preparatory classes are geared for actors who have a solid foundation in actor training and/or are willing to audition into the program. Students who show mastery of clearly defined skillsets from the Exploratory program will be invited into the Preparatory program without an audition.

The Adult Preparatory Program

Thursdays 7:15PM–9:45PM

Session Tuition \$300

The Adult Preparatory Program, a 6-week session, continues the competitive training for those who advanced out of the Exploratory Program (or Modified Meisner.) As based upon our curriculum wheel, 6 fundamentals of acting will be focused on weekly. Actors will rotate to a new training station every 60 minutes. This allows the actor to work with multiple coaches on a variety of topics/techniques over the 2.5 hours.

On-Camera Scene Work for Adults

Wednesdays 1-3PM

Session Tuition \$250

For actors looking for a slower paced training whom have also advanced out of the Exploratory Program, this class works primarily on scenes in front of the camera.

PROFESSIONAL PROGRAMS

Audition is required.

Professional adult training at the studio is a culmination of being invited, showing tremendous effort in training, and a solid audition process for acceptance. The professional classes at in-STUDIO typically work off of a waiting list and are highly competitive in nature.

A.P.P. (Adult Professional Program)

Tuesdays 7-930PM

Session Tuition \$300

The A.P.P. uses station work as a teaching medium. Each class has 2 stations of specific techniques and clearly defined scene work that will be directed in specific detail. Each station meets on a different set in the studio. Actors will rotate to a new training set every 60 minutes. This allows the actor to work with multiple directors on a variety of topics/techniques in the 2 and a half hours. All 9 levels of the studio curriculum are the main focus in this program.

Professional Camera Techniques & Scene Study

Tuesdays 5-7PM & Wednesdays 730-930PM

Actors are selected from Tuesday & Thursday A.P.P.
\$250 for 6 weeks

Studio Procedures

ARRIVAL AND DEPARTURE

Actors are to arrive no earlier than 10 minutes prior to their class start time. Parents are not permitted to drop off their children more than 10 minutes early. Additionally, parents are required to pick up their child no later than 10 minutes after the class ends. A fee of \$25 will be invoiced to parents for childcare responsibilities for late pickup.

LATENESS

Actors will have a 10-minute grace period for lateness. If they arrive more than 10 minutes late, they may be asked to only observe class. Any student arriving more than 10 minutes late should contact the studio phone at 336-285-6238 to notify of the tardiness. An email directly to the enlisted instructor will also suffice. It should be noted that any lateness, past 10 minutes, is considered an absence in our program. 2 unexcused absences may result in the removal of a student.

LOST AND FOUND

in-STUDIO will hold lost items for one week. Any unclaimed clothing will go to charity.

ABSENCES

Please call 336-285-6238 if you will be absent from class. Our staff will notify the instructor directly. 2 unexcused absences may result in the removal of a student. You may also email your instructor directly.

FOOD AND BEVERAGES

No food will be allowed in the performance space, bathrooms, dressing rooms, or studio hallways. Food and beverages are only

allowed in the studio café and kitchen.

WITHDRAWAL FROM PROGRAM

All withdrawals that take place after the first class should be clearly communicated with our administration and instructor. Refunds are not provided for withdrawal for any reason. A transfer of credit is not guaranteed.

MAKEUP CLASSES

Program makeup classes will be held when the class or studio has been closed for a variety of reasons. For studio-recognized holidays, makeup classes are noted on the studio calendar. If a class is rescheduled due to teacher absence, or inclement weather, the 2-week off period will be designated for makeup classes. We will not pro-rate tuition for missed classes by the student. Due to varied skill levels, students may not attend other classes as a makeup. Private lessons are the preferred method for making up any missed work. A private lesson with your instructor negates an unexcused absence. Private lessons are to be scheduled online, with the instructor made aware.

CANCELATION OF CLASSES – INCLEMENT WEATHER POLICY

If a class is canceled due to inclement weather, we will first notify all actors through their contact information. Updates will also be placed on all current social media outlets operated by in-STUDIO. in-STUDIO will follow Guilford County school system's closings in the case of severe weather conditions. Students are allowed to make up any classes missed as a result of studio cancellation. *See the makeup class procedure above.*

INSTRUCTOR COMMUNICATION

The instructors do not always have time between classes to address concerns properly. Most instructors have a class immediately

following. If you wish to speak with your instructor, an email is the best approach to start the conversation. Your instructor will be able to answer through email, or may ask you to meet in person.

Depending on the schedule of the instructor, a private lesson may be the best method for a career consultation.

Actor Responsibilities

As a representative of in-STUDIO, each student must be encouraged to achieve the highest standards of etiquette and professionalism.

DAY OF CLASS RESPONSIBILITIES

All actors should arrive to class on time, and respect the studio space by entering quietly as we are often recording in the front audition room. No phone calls are permitted in the lobbies of A and B Unit as our microphones may pick up the audio.

No minors will be allowed to leave the building unaccompanied during class hours.

All actors are responsible for checking studio emails for class materials, as well as ensuring no class has been cancelled due to inclement weather.

CLASSROOM ETIQUETTE

There will be no food, gum, beverages except water in performance spaces. Only designated café areas allow food and beverage consumption.

Cell phones are permitted in the performance space, but are not to be used during class time, unless for an emergency.

Students must be picked up upon departure.

The filming and recording equipment will not be touched without instructor/faculty supervision.

There is zero tolerance for inappropriate behavior, disrespect, or bullying inside the studio. If this general etiquette is not followed, the studio has the right to dismiss the actor from class.

The use of alcohol, cigarettes, illegal substances, and weapons is strictly forbidden at the studio or anywhere on in-STUDIO property or at in-STUDIO activities. Students in violation will be dismissed immediately.

If this general etiquette is not followed, the instructor has the right to dismiss the actor from class. If the actor is dismissed from class due to an etiquette violation, they will be dismissed from all future programs.

DRESS CODE AND APPEARANCE

Dressing rooms are provided in both A Unit and B Unit. Students may also change in any bathroom.

All students should come **camera-ready**. This means you are wearing the appropriate makeup and clothing that promotes confidence when performing on camera. Actors should mentally prepare to perform on camera in each class.

- Students should wear clothing that allows them to feel confident while standing up straight, sitting in a chair, on an elevated stage with an audience beneath them, touching their toes, reaching both arms to the sky, and performing any form of athletic maneuver (running, jumping, skipping, dancing.)
- Students are recommended to wear easily removable shoes that are closed-toe with no heel. No cleats, tap shoes, sandals, or flip-flops are permitted inside the studio for any reason.

It is the intent of in-STUDIO that all students and employees will enjoy an environment that is free from discrimination and/or harassment of any student and/or employee by another student, employee, supervisor, or non-employee.



Tuition Policies

STUDIO PRICES

Our mission at in-STUDIO is to provide high quality programming that still remains affordable to our local families. Our current prices for classes are listed next to each program, yet they are subject to change as we continue to improve the quality of our instruction for students.

Students will be notified of any major pricing changes before they are required to pay an invoice.

As we continue to upgrade our facilities, keep our technology consistent with industry standards, and staff the studio with professional educators, our prices will reflect such enhancements.

Private lessons and audition recording services will always have up-to-date pricing listed on the website. Those appointments will require online payment in order to secure the calendar booking.

Actors are not allowed to cancel online appointments less than 24 hours in advance. They are not allowed to switch or reschedule online appointments in less than 12 hours in advance.

INVOICES & BILLING

Currently, registration takes place using the in-STUDIO website. If necessary, an invoice for class registration may be sent directly from our administration office. A due date will be made clear on the invoice. All payments must be received prior to the due date.

Once the deadline has passed, if the invoice remains unpaid, the actor will be removed from the program. They will have to re-register, by paying the registration fee again should they decide to continue.

Regardless of the reason, registration/deposit fees are always non-refundable.

If for any reason an actor finds themselves unable to pay an invoice, yet wanting to continue training, they must notify administration immediately. Administration cannot guarantee a payment plan of any kind.

Invoices are sent using Stripe Payment Processing. Actors may save their card on file for easier payment processing. in-STUDIO will not keep payment information on site and therefore cannot deduct from someone's card without their permission.

PAYMENT POLICY

in-STUDIO accepts payments by debit and credit card only through Visa, MasterCard, Discover, and American Express.

in-STUDIO does not accept cash or check payments.

REFUND POLICY

If a student withdraws from a session 5 business days prior to the first day of class, all tuition is eligible for a refund minus the registration/deposit fee. Any tuition or fees paid are non-refundable for any reason if an actor removes themselves less than 5 business days in advance.

SCHOLARSHIPS

Scholarships are offered based on demonstrated financial need and are available to students who have attended in-STUDIO consecutively for a minimum of 3 sessions. Scholarship students will be asked to share some responsibilities within the studio. They will also be expected to act as teachers' assistants and examples to the fellow students. Scholarships will be revoked if students or parents do not meet the high expectations or standards set by in-STUDIO. Applications are due before the first Spring, Summer, and Fall Sessions. Email [**drew@in-studio.org**](mailto:drew@in-studio.org) for more details.



Required Student Releases

FUTURE STARS & BATHROOMS

I give permission for in-STUDIO instructors to permit my child to walk to the bathroom by themselves. To assist the staff with this situation, I will allow my child ample time to use the restroom prior to entering class.

Parent Signature _____
Date _____

RELEASE OF LIABILITY

I am aware that actor training and the exercises associated with it place emotional demands on the body and mind. On behalf of my child and myself (and I am no longer a minor, on my behalf), I assume the risk and agree that in-STUDIO (D.N.I.S.) shall not be liable in any way for injuries sustained during attendance at the studio or any of its related functions. It is also understood that actor education may include physical contact from the instructor or fellow students as part of regular class work.

Actor Signature _____
Parent Signature _____
Date _____

PHOTO & VIDEO RELEASE

I hereby give in-STUDIO's videographer and/or photographers the right and permission to copyright, use, reuse, publish, and republish photographic pictures of my child, or reproductions thereof, in color or black and white for any purposes whatsoever, including the use of any printed matter in conjunction therewith. I hereby waive any right to inspect or approve the finished photograph and/or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied. I hereby release in-STUDIO from any liability as a result of any distortion, blurring, alteration, optical illusion, or use

in composite form, whether intentionally or otherwise, that may occur or be produced in the taking, processing, or reproduction of the finished product, its publication, or distribution of the same. I have read the foregoing release, authorization, and agreement and warrant that I fully understand the contents thereof.

Actor Signature _____

Parent Signature _____

Date _____

STUDENT ASSURANCES SIGNATURE

My signature on this page confirms:



I have received and read the in-STUDIO Handbook.



I understand how the studio works and the enrollment process, including when tuition is due and how fees are assessed.



I know that students may be dropped off ten minutes prior to class and must be picked up no later than ten minutes after class ends.



I agree to inform in-STUDIO staff of who will pick-up minor aged children and ensure they are aware that an ID may be requested.

Student Signature _____

Date _____

Parent Signature _____

Date _____