

# ACTOR COURSEWORK REQUEST FORM

NEW YORK FILM ACADEMY  
LOS ANGELES

**1.** Please fill in this form as complete as you can. The more information we have, the faster we can complete your request. Required fields are: Name, Section, Email, Phone, Address, Director Name, Shoot Date and Title of Film. If these required fields are left blank, your request may be delayed. We can ship internationally. Your request will be processed by us within 6-8 weeks.

## Let's Get Your Info...

We need to know who you are, how you want to receive your materials, and some technical information about your request. This section must be filled out on every Actor Coursework Request Form you fill out.

_____ Your Full Name	_____ Class Section (i.e. 2010 SEPT A 1-Year)	_____ Today's Date (mm/dd/yyyy)
_____ Phone number which we may reach you	_____ Email address which we may reach you	Mail it to me! I'll pick it up.
_____ Where you would like this shipped?		HARD DRIVE (Will be Mac formatted)      DVD NTSC PAL

**2.** If you are in 4 or 8 Week Acting, please send your DVD request only at the end of your program. If you are in Long-Term Acting (1Yr, 2Yr, AFA, MFA), you may submit one DVD request per semester. This does not pertain to hard drive requests.

## I would like to request the following coursework...

Please be as detailed as possible!

film 1	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY      Found? _____ If not, explanation
	_____		
film 2	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY      Found? _____ If not, explanation
	_____		
film 3	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY      Found? _____ If not, explanation
	_____		
film 4	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY      Found? _____ If not, explanation
	_____		
film 5	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY      Found? _____ If not, explanation
	_____		

## more...

film 6	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY Found? _____ If not, explanation
	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
film 7	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY Found? _____ If not, explanation
	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
film 8	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY Found? _____ If not, explanation
	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
film 9	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY Found? _____ If not, explanation
	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
film 10	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)
	_____ Scene Partners (if any)	_____ Notes/Comments	POST USE ONLY Found? _____ If not, explanation
	_____ Director's Full name (or instructor)	_____ Title of Film	_____ Shoot Date (mm/dd/yyyy)

# 3.

## One last step!

DO NOT PRINT THIS FORM ON PAPER! It is a digital form. Instead, you must save a PDF and email it as an attachment to:

**email: [lapost@nyfa.edu](mailto:lapost@nyfa.edu)**

**Subject: "Firstname Lastname Request"**

How to send this form to us:

- Go to FILE>PRINT, then in lower left hand corner click on the PDF bubble>click Save As PDF. In the SAVE AS window, CLICK DESKTOP, add your name and the date to the file name (i.e. actreqform\_yourname102010.pdf), then CLICK SAVE.
- Open Safari from the Dock to access the internet. Go to your email client (Gmail, Yahoo, etc.), compose a new message to [lacourseworkreq@nyfa.edu](mailto:lacourseworkreq@nyfa.edu) with a subject reading "Actor Coursework Request Form" Attach the PDF form you just saved and click send! You should receive a confirmation email shortly.

## Additional Details...

If you would like to request more than ten (10) films, please fill out an additional form and include it as a second attachment in your email. You may request raw footage of in-class work, NOT from filmmakers. If requesting a DVD, you may NOT request raw footage of any kind. You are allowed ONE (1) DVD request per semester free of charge. If you would like additional requests processed, a fee of \$15 will be applied. If requesting a Hard Drive, it must be Mac formatted, and if not, we will format it for you if it is a new or fresh hard drive (blank). Please fill out this form and send it to us BEFORE you turn in your hard drive. We do not fulfill Hard Drive requests with PC formatted drives. If you have any concerns or questions, please stop by and talk with us, or call (323) 850-0876