

**ACTORS VOLUNTEER AGREEMENT FOR THE PARTICIPATION  
IN STUDENT FILMS (“AGREEMENT”)**

---

[13-4-18]

Dear [IrShad Shaikh],

This Agreement sets out our aspirations in respect of your voluntary participation in the production of UEL’s student films (as detailed below).

Production Title:    The Other Me  
Producer:             Ivan Acosta & Mbalu Kamara  
Director:             Hannah Francis  
Group:

---

### **1. VOLUNTEER ROLE**

You have agreed to volunteer as an Actor for the above production and to be available during the following filming periods:

[11-12 of April 2018]:

[NAME OF STUDENT PRODUCER] will notify you of suggested times and dates for when you may be required, however it is your and [NAME OF STUDENT PRODUCER]’s joint responsibility to agree when you may participate in the Production.

In the event that you no longer wish to participate in the Production as a volunteer, or if you are unable to volunteer when expected, please notify [Ivan] as soon as possible.

By entering into this Agreement, we trust that you will perform your role to the best of your ability, and agree to follow our procedures and standards, including health and safety and equal opportunities. You can also expect us to deal with you in accordance with our Equal Opportunities Policy.

### **2. INDUCTION AND SUPERVISION**

Your main point of contact pursuant to this Agreement and your participation is [Ivan]. He will agree the scope and limits of your volunteering role and will explain the aims and schedule for the Production. He will discuss the Production risk assessment and notify you of any procedures which will apply to you during the Production to ensure your health and safety.

### **3. EXPENSES**

You will be reimbursed by [Ivan] for expenses incurred in connection with your participation under this Agreement as detailed below

[Travel expenses to and from shooting locations.]

You will also be entitled to the following refreshments and/or subsistence during your participation under this Agreement, as follows:

[Food and Drink during break]

#### **4. INSURANCE**

Adequate Insurance cover will be provided for you while you are undertaking voluntary work approved and authorised by UEL.

#### **5. CONFIDENTIALITY**

In the course of providing your volunteering services, you may have access to confidential information relating to UEL. We request that you do not use or disclose this information to any person either during your volunteering experience with us or at any time afterwards. Any disclosure of such confidential information may result in UEL ceasing to offer you the opportunity to participate in any future or on-going Productions as a volunteer or otherwise.

#### **6. USE OF PRODUCTION MATERIALS**

By entering into this Agreement, you agree to the use, production, and disclosure in any territory and any media of the film/video/sound recording of yourself being carried out by [Ivan], and any other student from the BA Film programme at UEL, pursuant to the Production.

You accept that you are not entitled to any rights and/or benefit that are connected to the Production.

[Ivan] is not obliged to use and or all of your contribution in the final Production.

**Page 2/3**

#### **7. LEAVING**

If you no longer want to volunteer in the Production, please notify [Ivan] with as much notice as possible so that a replacement can be arranged.

This agreement is binding in honour only, is not intended to be legally binding contract between us and it may be cancelled at any time at the discretion of either party.

By signing this Volunteer Agreement you accept that an employment relationship is not created, either now or at any time in the future.

Please acknowledge that you understand the content of this Agreement by signing, dating and returning the enclosed copy to [NAME OD STUDENT PRODUCER]

Your sincerely,

Signed:

Address: 85 Icona Point 58 Warton Road

Telephone: 07745411805

Email: ivan.alejandro.acosta03@gmail.com

Signed:

[NAME OF VOLNTEER]: IrShad Shaikh

Telephone: 07723354977

Email: snscom@hotmail.co.uk

Date: 13-4-18