



Workshops & Training Events

IMPORTANT INFORMATION PLEASE READ CAREFULLY

Thank you for registering for a VoiceActing Academy Workshop or Training Event. This is your registration package with just about everything you need to know about our workshop.

PLEASE READ THIS DOCUMENT COMPLETELY AND PRINT FOR FUTURE REFERENCE TO ACCESS IN THE FUTURE, PLEASE [LOGIN TO YOUR ACCOUNT](#).

This registration package contains general information that applies to all of our VoiceActing Academy workshops, including Guest Events. Some events may have additional PDF files in your VoiceActing Academy account with specific information that pertains to those events. If you have registered for more than one workshop, you will receive multiple copies of this document.

Here's what's in your registration package:

[Pages 2-3](#) answer many questions about the workshop location, hotel, transportation, "rules", etc. Please note that Page 3 only applies if we are holding the event at a hotel.

[Pages 4-5](#) give a brief breakdown of our primary events with suggestions for what to bring with you.

[Page 6](#) contains information about optional private coaching and demo production with James Alburger. We'll occasionally offer private sessions following our Roadshow Workshops, or you can book a one-hour private session on Monday or Tuesday following most San Diego workshops. We also offer a 5-day intensive in San Diego to hone your performing and business skills. You'll leave with a killer demo and marketing plan.

[Page 7](#) is our standard release for recording. You don't need to sign anything. But you do need to know that you will be recorded in one way or another during the event.

[Page 8-9](#) is our standard SARS-CoV2 release form.

[Page 10](#) is information on where you will be staying for our in-person events. After booking your hotel, please let us know where you will be staying and if you need us to pick you up. This also gives us a way to reach you if we need to.

Our goal for this workshop is to give you the best training and information possible to help you master the voice, acting, and business techniques we have to share with you and help you accelerate your voiceover career. We'd love to share your experience of this event with others. If you would like to record a video testimonial for us, we'll have a video camera available during breaks and immediately following the event.

We look forward to meeting you at the workshop. We're sure you'll find lots of new tools and information you can use as you master the craft and business of voiceacting.

Sincerely,

James R. Alburger

13639 Freeport Road, San Diego, CA 92129-0321

phone: 858.484.0220

web: www.VoiceActing.com - email: info@voiceacting.com



WORKSHOP/EVENT LOCATION: We hold our events at various locations, including our own studio, hotel meeting facilities, and other recording studios. This Registration Package contains information that applies to all of our programs. There may be additional PDF files in your VoiceActing Academy account with additional information about our workshop hotel, location, meals, travel, or details. For specific details regarding the workshop or event you will be attending, please [LOGIN TO YOUR ACCOUNT](#) and download/print any files pertaining to the event you are registered for.

EVENT SIGN-IN: For most of our events, we suggest you arrive about 15 minutes early to sign in and receive your materials. If we're at a hotel, our sign-in desk will be open at least 30 minutes before the start of the first day (or evening) of the event. If you are given a name badge, please wear it at all times during the event.

ONLINE EVENTS: You will receive a link for our Zoom meeting prior to the event. Please make sure you have a solid Internet connection and a working webcam. For online events, we request that you keep your camera ON at all times as it is important that we are able to see you for coaching and answering your questions. We start on time, so please plan to be logged a few minutes prior to the scheduled start time.

EARLY DEPARTURE: If you are leaving at the end of the last event day, or if you have an early departure, we suggest you check out of your hotel room before the morning session. For most events, you can bring your bags to our event room. Should you need to leave early, please let us know so we can make sure your questions are answered.

REQUIRED TEXT: "[The Art of Voice Acting](#)" book is a required text for all VoiceActing Academy workshops taught by James Alburger, and should be read in advance if at all possible. We suggest you bring your copy with you as a reference tool (especially if you would like it autographed). If you don't have a copy, you can purchase one from any retail book seller, including Amazon.com, Borders Books & Music, Barnes & Nobel, etc. Or you may purchase a copy [on line](#). We may have a limited number of copies available at the workshop.

WEBINARS: Some of our events include one or more pre-event webinars. For example our Performance Intensive Event includes 5 webinars with almost 6 hours of content. If webinars are included with your workshop, we encourage you to watch them prior to attending our event. These webinars will include much of the lecture content for the event and give you the needed foundation of critical information that will allow you to get the most from the event.

CELL PHONES & PAGERS: Please turn your cell phone OFF when you are in the training area.

DAILY START & END TIMES: The web page for the event you will be attending will have specific event details. Our San Diego evening events generally start at 6:30pm and go to roughly 9:30pm. For multi-day events, we start promptly at 10:00am each day, unless specified otherwise. The daily end time will vary depending on the type of event. Most days will wrap around 5pm, except for the Masters Class which will end around 10pm on the first two days. Doors to the workshop area will generally open 30-60 minutes prior to the scheduled start time. Please be in the workshop area and ready to go by the scheduled start time for your program. If you need to leave any class or workshop early, please let us know so we can get you on mic or answer your questions before you leave.

BREAKS: We do NOT have scheduled breaks during our workshops, other than lunch and dinner (although we'll usually take a break about every hour to 90 minutes). Coffee will be available each morning and water will be available throughout the day. If you find sitting for a long period of time to be uncomfortable, please feel free to quietly move around the workshop area or leave the room as needed.



LUNCH & DINNER BREAKS: We provide for a 1 hour lunch break and a 90 minute dinner break if applicable. Please see the event schedule for more details. We will break for lunch around 1pm each day and for dinner around 5pm. Most of our event hotels have a restaurant or you may dine at any of several nearby restaurants, many within walking distance. If we're at a hotel, please check with the front desk for any shuttle services. If we're at our studio, we'll often either carpool for lunch or dinner or have lunch brought in.

MEALS: Meals are generally not included as part of our workshops, with the exception of some "all inclusive" workshop packages. Most hotels that we work with offer a complimentary buffet or reasonably priced breakfast. You are responsible for lunch and dinner unless otherwise noted on the web page for the event or in additional PDF files in your account. Depending on the workshop, we may have pizza or deli sandwiches catered, or we might go out as a group. If you budget for \$15 per day for lunch and \$20 per day for dinner, you should be in good shape.

ATTIRE: We've never been at or given a workshop where the room temperature has been consistently comfortable for everyone. We recommend bringing a "layer" of clothing (sweater, light jacket, etc.) that you can put on or remove as needed.

MAY YOU RECORD THE WORKSHOP? In most cases... Yes! You may record from your seat, for your personal use, and as long as you promise not to make copies for anyone. (Sorry, no videotaping). Some guest instructors may ask that you do not record anything – even for personal use.

RECORDING YOUR ON-MIC WORK: Many of our events feature on-mic coaching sessions that are recorded. All workshop materials, including event recordings will be available for you to download from our shared Google Drive PIE folder. An invitation to share our folder will be sent before the workshop. The GDrive folder for this event will include session recordings for everyone working on-mic.

Only the on-mic sessions will be recorded, including coaching and direction. We do not record any lecture material, brainstorming sessions, or most other workshop activities.

THIS IS IMPORTANT: You will have "Editor" access to our Google Drive shared folder. This means you can download, upload or accidentally delete files from the folder. Please use caution when copying files to a different folder on your computer for safe keeping. We recommend copying files out of GDrive as soon as possible. Your access to our GDrive PIE folder will be removed about two weeks after the event.

INTERNET ACCESS (for classroom events): You are welcome to bring your laptop with the following understanding: Internet access may or may not be available, although we are usually able to arrange for high-speed wireless internet access for most events. Although we do plan for tables and do our best to arrange for electrical power, we cannot guarantee tables or power will be available.

ADDITIONAL PRODUCTS: Some events may have a variety of voice acting books and products available for purchase at the event, often at a deep discount off the posted prices on our website. Unfortunately, we cannot predict in advance what (if any) additional products or services might be offered at a given event. We suggest you bring your checkbook, extra cash, or a credit card in case you see something offered that you just have to have!



Performance Intensive Event:

Our **P.I.E.** workshop is a two-day intensive held at VoiceActing Studios in San Diego or at a hotel, recording studio or other venue for roadshow workshops.. We focus exclusively on your voiceover/acting performance.

To get the most from this event, we suggest the following:

- Please complete any pre-event "homework" and bring with you
- Please print, **but do not read**, your PIE workbook. Put in a 3-ring binder if you like.
- Bring pencil (or pen) and paper, or your laptop for taking notes
- Bring a personal water bottle (we do provide bottled water)
- Bring a personal recording device if you like
- Bring a Camera
- Bring extra cash for meals, etc. We usually go out for a "Dutch Treat" lunch both days.

Our **P.I.E in the Sky** workshop is a two-day video conference call. The content is exactly like our San Diego event except you attend from your computer or, ideally, your home studio. To get the most from our on-line video conference workshop, we suggest the following:

- Please complete any pre-event "homework"
- Arrange for a quiet area where you won't be disturbed. Your home studio is ideal.
- Have water nearby
- Have pencil (or pen) and paper, or your computer ready for taking notes
- You must have a functional web cam - the higher the resolution, the better
- We recommend using your home studio mic and USB interface in order to get the highest quality audio for your on-mic sessions. You may need to adjust your Zoom audio settings.
- Print out the PDF files of your event workshop notes and any other files in your account that pertain to the event.
- Please log in to our video conference at least 5 minutes prior to the scheduled start time.
- Please focus your attention on the workshop by minimizing household or family distractions.

Mastering the Business of Voiceover:

This is our Masters Class in the business of voiceover. For three days, you will be immersed in the business side of voiceover and emerge with an entirely new perspective on your place in the voiceover world. To get the most from this event, we suggest the following:

- See items under P.I.E. in San Diego above
- Please bring your VO demo(s) as MP3 files on a USB Flash drive labeled with your name
- Please bring any marketing materials, including your business card, envelopes, brochure, logo, and any other print materials you might have.
- Please bring an open mind and be ready to collaborate in mastermind groups during the event.
- This is a hands-on workshop where you will be starting the process of developing your personal positioning statement, USP, on-line identity and more. Please make sure you have lots of paper for taking notes.



Studio Savvy Session:

This is a 3 to 4 hour workshop focusing that will give you the knowledge and tools you will need to build a high-quality personal recording space (aka: Home Studio). To get the most from this event, we suggest the following:

- Bring pencil (or pen) and paper for taking notes
- Bring your laptop, mic, cables, USB interface and any other equipment you might have questions about. (NOTE: Do NOT bring your mic stand or copy stand)
- Prepare any questions you might have
- Bring a personal recorder for audio notes, if you like
- Bring a camera to photograph setups, etc.

Conductor's Club Mastermind Group:

Conductor's Club is a small private membership group of dedicated voice talent who meet every Thursday for coaching discussion and more. All the info is at www.ConductorsClub.com.

Guest Workshops:

To get the most from our guest events, we suggest you bring everything you would bring to one of our P.I.E. in San Diego events (see above). Our Guest Instructor may suggest other items to bring which will be noted in a separate PDF file in your account for the event.

Travel & Accommodations:

EVENT LOCATION: Please [LOGIN TO YOUR ACCOUNT](#) for information regarding the event location. If our location will be other than VoiceActing Studios, there will be a separate PDF file in your account with information about location and accommodations. Most San Diego events are held at our VoiceActing Studios location. See www.VoiceActing.com/directions.

AIRPORT TRANSPORTATION: Your hotel may offer other transportation arrangements – so check with them first. Using the [Uber](#) or [Lyft](#) app on your phone will usually be more affordable than taxi or other transportation options. For workshops in other cities, please check with our event hotel for transportation options. Many hotels offer a free airport shuttle service.

HOTEL ACOMMODATIONS: For a list of hotels located near our San Diego studio, please visit www.VoiceActing.com/directions.

RENTAL CAR: All major car rental companies are available at San Diego Lindbergh Field. Please make rental car arrangements directly with your favorite rental car company. You may usually find that using a shuttle service will be less expensive and more convenient than renting a car.



PERSONALIZED COACHING SESSIONS

Following many of our workshops, we or our guest instructor may be available for private one-on-one coaching and tele-coaching sessions. Take this opportunity to hone skills you learned during the workshop, prepare for your demo, or continue building your marketing plan. This is your time to focus on any aspect of voiceover you want to cover or have your questions answered. The availability of personal coaching sessions will be announced during the event.

As a participant of VoiceActing Academy workshops taught by James Alburger, you can receive one-on-one private coaching or tele-coaching at ½ **off** our regular consulting fee of \$200 per hour. Your AOVA graduate cost for either type of coaching session is \$100 per hour for up to two hours of personalized coaching. This discount is only available for private coaching sessions taught by James and completed within 90 days following the event.

PERSONALIZED DEMO & MARKETING PLAN

Now you can have James Alburger work with you to create and produce a powerful and effective voiceover demo that will be listened to. In addition to our basic demo production services you'll find on our [website](#), there is another level of demo production reserved for those who are serious about producing a demo that will get them work. You'll spend a full 5 days with James in San Diego and you'll leave with a "killer demo" that will feature your voice and performing talent at your absolute best.*

- Up to 4 intensive days of one-on-one private coaching with James, developing your demo concept, production strategy, and honing your performing skills
- We'll create original copy to perfectly compliment your skills and talent
- You'll spend a fifth full day in the studio recording and producing your demo with James Alburger
- James will work with you to design your demo packaging and marketing plan. (printing and replication are not included)
- You'll receive an MP3 file of your demo in both long and short formats (if applicable).
- You'll receive additional information for setting up your own home studio, and resources that will save you hours of research time.
- **BONUS:** If you already have a website, we'll evaluate your site and other marketing materials and suggest ways you can use them more effectively to market your voiceover talent. If you do not have a website, we'll help you to understand the value of a website and discuss some options you can consider.

* This entire Personalized Demo Production Package is a \$7,000 value, which includes a full demo production session valued at \$1,597. But for VoiceActing Academy workshop attendees the total fee – for the entire week - is only **\$5,000!** Travel, meals, and accommodations are not included. Please call 858.484.0220 for more information. This package and discount is booked separate from workshop or event tuition and is only available to VoiceActing Academy PIE workshop graduates. After working with you for the first three days of private sessions, we reserve the option to postpone production of your demo to a later date if we mutually determine that you are not yet ready to produce a marketable demo. Should that option be exercised, we will discuss your options and any additional fees or expenses that might apply to a postponed demo production.

If you do not want your voice or likeness to be recorded, included in a product that might be sold for profit, or used in any promotion materials, we ask that you do NOT participate in this event.

Changing lives one voice at a time!



VoiceActing Academy

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info@voiceacting.com

NOTICE OF UNCONDITIONAL RELEASE FOR RECORDING AND USE:

Please read carefully.

By participating in this VoiceActing event and/or participating in any on-mic coaching or other event activities including, but not limited to, seminars, break-out sessions, attendance of the key-note address, or use of event related common areas, you agree, and are hereby granting permission, that your voice and/or likeness may be recorded on any photographic, audio, and/or video media without compensation in any form now or in the future. Such recording may include, but is not limited to, recording at the following: opportunities for working on-mic to receive performance coaching and direction; participation in workshop activities; video testimonials; press coverage; media promotions conducted by VoiceActing or others; and through video cameras and other recording devices that may be used at various times during the event and which may render it impossible to avoid recording your voice and/or likeness.

You further grant to the promoters and organizers of this VoiceActing event the right to edit or modify such recordings in any manner deemed necessary for the purpose of creating a marketable product or other promotional or marketing material of which the recording of your voice and/or likeness may be a part.

If or when a promotional product is produced, or a marketable product is created and later sold, which includes a recording of your voice and/or likeness, it is understood that you shall not be entitled to, nor shall you receive, any credit mention or compensation resulting from either your appearance or any proceeds derived from the sale of the product. In addition, you hereby waive any and all claims against VoiceActing arising from the use by VoiceActing of your likeness and/or voice.

This agreement is understood to be a condition of your registration and physical presence at this VoiceActing event. This agreement shall be considered unconditional and to exist and be binding in perpetuity.

If you do not agree with the conditions stated above, you may choose to remove yourself from this event by requesting a full refund of your tuition and returning all event materials. The producers of this VoiceActing event shall not be held liable for any purchases or expenses beyond the original amount paid for tuition.

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SARS-CoV2 Liability Waiver

**This waiver only applies to in-person events, recording sessions and workshops.
If attending an in-person event, please print, sign and bring this when you check in.**

Please PRINT your full name: _____

I acknowledge the contagious nature of the SARS-CoV2 virus and its variants that cause COVID-19 and that the CDC and many other public health authorities have issued recommendations and/or guidelines for production facilities and event venues.

I further acknowledge that VoiceActing Studios has put in place preventative measures to reduce the spread of the SARS-CoV2 virus and that these preventative measures may or may not be in full compliance with CDC or governmental guidelines.

I further acknowledge that VoiceActing Studios holds many of its PIE workshops, training and studio sessions at a private residence, that I am considered a guest of the property owner, and that CDC and governmental guidelines and recommendations may not necessarily apply to a private residence.

I further acknowledge that VoiceActing Studios cannot guarantee that I will not be exposed to the SARS-CoV2 virus. I understand that the risk of becoming exposed to and/or infected by the virus is highly unlikely, but may result from the actions, omissions, or negligence of myself and others, including, but not limited to, studio staff, and other clients and their families.

I voluntarily enter VoiceActing Studios or its event venue as a guest, student, client or performer and acknowledge that I may be increasing my risk to exposure to the SARS-CoV2 virus/COVID-19, although the risk of exposure is extremely low and highly unlikely.

I acknowledge that VoiceActing Studios provides a fully open work and training environment and that "mask wearing" and "social distancing" are discouraged as neither is practical or recommended at this facility or event venue..

I agree and understand that observing "mask wearing" and/or "physical distancing" is my personal choice when outside of the performance area even though current scientific evidence shows that neither practice achieves any significant degree of protection against the SARS-CoV2 virus. I further acknowledge that a face mask cannot be worn during workshop training or recording sessions as it will severely affect the sound quality of my voice and that physical distancing will not be possible in the recording and training areas.

I attest that:

- I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- I have not traveled internationally within the last 14 days.
- I have not traveled to a highly impacted area within the United States of America in the last 14 days.
- I do not believe I have been exposed to someone with a suspected and/or confirmed case of the SARS-CoV2 virus/COVID-19.
- I have not been diagnosed with Covid-19 and not yet cleared as non-contagious by state or local public health authorities. Neither vaccination nor a negative test are required.
- I am following all CDC recommended guidelines as much as possible and limiting my exposure to the SARS-CoV2 virus/COVID-19.

Waiver and Release:

I hereby release and agree to hold VoiceActing Studios harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the studio, or that may otherwise arise in any way in connection with any services received from VoiceActing Studios, its staff or trainers. I understand that this release discharges VoiceActing Studios and its staff and clients from any liability or claim that I, my heirs, or any personal representatives may have against the studio with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from or performed on the premises of VoiceActing Studios or a third-party event venue. This liability waiver and release extends to all activities including workshops, private training, recording sessions and other activities that might take place at the studio or an outside venue, together with all owners, partners, clients, other students, other performers, and employees.

Signature

Date

I have received a COVID-19 Vaccination (optional): Yes No

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THIS PAGE DOES NOT APPLY FOR ON-LINE EVENTS

For San Diego & out-of-town events, please let us know where you will be staying.
It's important, in case we need to reach you.

PLEASE PUT THE INFORMATION BELOW IN AN EMAIL AND SEND TO:

info@voiceacting.com

Or complete and scan this page and send as an attachment to your email.

Please use the email subject line: **VAA EVENT STAY**

Name: _____
(If two or more registrants are staying at the same place, please include all names)

Staying at (or with): _____
Hotel Name or Friend

Address: _____

on the following nights:

Wednesday Thursday Friday Saturday Sunday Monday Tuesday

Phone Number: _____

My Cell Phone: _____

Name the room is booked under (if hotel):

Number of workshop registrants staying in the room:

Company or business name: