



# WORKSHOP APPLICATION

Assistant Directors Union e.V. | Weserstraße 38b | 10247 Berlin

## Key 2<sup>nd</sup> AD WORKSHOP

From Prep to Wrap!

WITH

Key 2<sup>nd</sup> AD Carlos Fidel + Key 2<sup>nd</sup> AD Gemma Read

&

Guest speakers: int. experienced 1st AD, 2<sup>nd</sup> AD Crowd & Production Coordinator\*

5 Days workshop split into two weekends:

Weekend 1: January Sat. 14th & Sun. 15th 2023 | Location: digital via zoom

Weekend 2: January Fri. 20<sup>th</sup>, Sat. 21st & Sun. 22nd 2023 | Location: Berlin

### PARTICIPATION FEE:

#### Early registration discount

\*(valid until 30.11.2022)

600 € for ADU/ADG members  
750 € for non-members

#### Regular price

\*(valid from 01.12.2022)

750 € for ADU/ADG members  
900 € for non-members

Limited spots available!

The seminar fees are VAT-free according to §4 ABS 22A UStG and are tax-deductible as advertising costs.

## Registration Details:

Surname

First name

Street and Number

Postal code, City

Phone Number

E-Mail

Membership ADU or ADG (,Yes/No')

Profession

I want to register for the Key 2<sup>nd</sup> AD Workshop (January 14th - 15th & 20th - 22nd 2023)

I have read the conditions of participation

I have read the privacy policy

City, Date

Signature

Feel free to send any questions you might have to [training@ad-union.org](mailto:training@ad-union.org)

\*Full name & credits of Key 2<sup>nd</sup> AD & guest speakers (int. experienced 1st AD, 2<sup>nd</sup> AD Crowd & Production Coordinator) will be published asap



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## Timing

Weekend 1 digital via Zoom | Saturday 14th & Sunday 15th of January 2023  
approx. 09:00 am – 06:00 pm

Weekend 2 in Berlin | Friday 20th, Sat. 21st & Sun. 22<sup>nd</sup> of January 2023  
approx. 09:00 am – 07:00 pm

## Topics

### Definition of the role of the Key 2<sup>nd</sup> AD

- Requirements/Important skills & politics of being a Key 2<sup>nd</sup> AD
- The Key 2<sup>nd</sup> AD within the production & AD department
- Important aspects for your negotiations
- Reading/Breaking down the script
- Building your team

### Preproduction

- What to expect / impact of general pre-prod on 2<sup>nd</sup> ADs job
- Cast (Agents, blocked dates, Cast spaces, handling A-list cast, AD cast calendar)
- Rehearsals & fittings
- Shooting schedule
- Important meetings
- Defining priorities & tasks to delegate
- AD Office set up
- 2<sup>nd</sup> AD Cast Breakdown Worksheet

### Shoot

- Call sheet
- Overtime/Push time
- Workflows
- Cast email
- The job and mental health

Including interactive workshop elements where you can put your skills to a test and discuss the results with the other participants and lecturers.

i.E. Script breakdown, cast/prep calendar, 2<sup>nd</sup> AD cast breakdown worksheet & call sheet



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## PAYMENT

I will transfer the participation fee myself.

Assistant Directors Union e.V.

Credit Institution: Deutsche Skatbank

IBAN: DE89 8306 5408 0004 1512 08 | BIC: GENODEF1SLR

Reference: Name Participant & Name of Workshops

I hereby issue the ADU a SEPA direct debit mandate, to collect the participation fee from my bank account.

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### SEPA-Debit-Mandate

For one-time payment

I authorize the ADU e.V. to collect payments from my account by direct debit. At the same time, I instruct my bank to redeem the direct debits drawn on my account by ADU e.V.

Creditor-ID: DE 64 ADU0 0002 2238 03

Mandate reference: WILL BE COMMUNICATED SEPARATELY.

**Note:** I can request reimbursement of the debited amount within eight weeks, starting with the debit date. Applicable in this regard by the contract with my bank conditions.

Surname

First Name

Street & Number

Postal code, City

IBAN

BIC

Credit Institution

City, Date

Signature



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## CONDITIONS OF PARTICIPATION

### Registration for the event is binding.

When sending this registration, please transfer the entire amount of the participation fee to the above-mentioned account of the organizer.

Registration for the event is confirmed upon receipt of payment. You are welcome to use the option of our SEPA direct debit mandate.

### MEALS

Lunch, snacks and drinks are provided on the in person weekend in Berlin (January 20<sup>th</sup> – 22<sup>nd</sup> 2023).

### CANCELLATION

Your cancellation must be made by email to [training@ad-union.org](mailto:training@ad-union.org).

In the event of a cancellation 14 calendar days before the start of the event or later, we will charge a fee for the cancellation of 50% of the seminar fee. In the event of cancellation 3 days before the start of the seminar or if the participant does not appear, the full participation fee will be charged.

### EVENT LOCATION

If the number of participants is too low or in cases of force majeure, we reserve the right to change the workshop to a Zoom meeting. In this case, all participants receive a 20% discount on the participation fee and get reimbursed if they already paid in full.

### EVENT CANCELLATION BY ADU

If the number of participants is too low or in cases of force majeure, we reserve the right to cancel the workshop no later than 21 days before the start of the workshop.

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## Data protection notice

The data requested when registering for a workshop will be used to carry out pre-contractual measures and to fulfill the contract. No contract can be concluded without the mandatory data (surname, first name, possibly company, street and number, zip code and city, email). Your telephone number is requested in our legitimate interest in being able to contact you immediately in the event of changes. If you do not provide us with this data, we may not be able to reach you in time. All the data you provide will be saved electronically. The resulting databases and applications can be looked after by IT service providers commissioned by us. The legal basis for this is Article 6 Paragraph 1 Letter b) GDPR.

Feel free to send any questions you might have to [training@ad-union.org](mailto:training@ad-union.org)