

IMPORTANT GUIDELINES

The Entertainment Business is full of excitement, fun, challenges and rewards. It is however important to note that it is a BUSINESS. If you are hoping to excel, there are some essential points to remember.

Firstly, the agent may call you five times in one week, and then not for several weeks in a row. It is dependent on your age and sex and what the market is currently looking for. There are definite peaks and valleys with respect to the number of jobs being posted in this industry.

To be prepared for the auditions is of course vital. You should always arrive 10 minutes early for an audition - NEVER late. You should carry an audition logbook or sheets with you to keep track of ALL the auditions you attend. These logs will include information such as callback dates; shoot dates, names of casting director and so on. This information is extremely important for you to keep current so that you do not have any scheduling conflicts.

Should you be going away on holiday or are expecting to be unavailable even for just one day - please be sure to notify your agent in advance. This would also apply to any function, family event, schooling activities or any matter, which would cause you or your child to be unavailable. This will ensure that your agent does not submit you for any auditions that you would be unable to attend. There are many individuals involved in the process of scheduling auditions, including your agent, the casting director(s), their assistants, and possibly the director, producer etc. Therefore, it creates a real challenge if an actor frequently has to turn down auditions or is unavailable at the last minute.

If you are a parent, you must be prepared to always accompany your child to set or have an appointed guardian. The conduct on set is expected to be professional, even for your child (as much as can be expected for your child's age).

*In order for your agent to submit you
for all possible jobs posted in your category,
it is imperative that you do the following:*

HEADSHOTS

Get your Headshots done immediately. This becomes your personal selling card used to market yourself. Yes, there are many other photographers out there and perhaps you may find someone who will offer you a cheaper rate - INITIALLY. However, the photographers [recommended here](#) are people who know the industry, have years of experience, will do excellent work the first time around, and will likely save you money in the long run as you will not have to have your photographs redone.

TRAINING

If you are the parent of a child who is new to this business, it is a must to have your child receive some [basic training](#). It may be as simple as a weekend workshop on the protocol of auditioning. You may relate this to any activity your child is involved in.

For example, if your child would like to become a ballerina, they would need some training. If your child expects to become the next Wayne Gretzky, you would need to have them equipped and receive coaching. This is no different. You will want your child to feel confident and prepared.

To have a general understanding of what to expect. Your child may be auditioning with children who have been in the business for a number of years. Therefore we cannot stress enough the importance and value of training to get started in a positive fashion.

For adult actors, again we cannot stress strongly enough the need for [continuous training](#). There are excellent workshops, seminars and classes ongoing, and it is crucial to your success to continue training. We will be sending out information via e-mail regarding upcoming events, and we would ask that you check your e-mail regularly.

ONLINE SERVICES

You must register for the online service immediately after your headshots are completed. Call The [Casting Workbook](#) at (604) 205-5107 to arrange a time to drop off one picture with your resume and sign up for a one-year membership.

This online service ensures that your picture and resume are available online to all Casting Directors in North America. The majority of the submissions that your agent will complete on your behalf are now done through the online services. Therefore, in order to work with you efficiently and productively, it is essential that you be registered for this service.

UNION PRODUCTIONS

The majority of productions we submit our talent to be auditioned for will be under the Union of BC Performers [[UBCP](#)] agreements. Even if you're not a member of the union yet, you are expected to be familiar with the [regulations](#) which the union has negotiated for performers within their jurisdiction. If you have any questions, contact the UBCP office at:

Union of B.C. Performers

#300 - 856 Homer Street
Vancouver, B.C. V6B 2W5

Tel: (604) 689-0727

Fax: (604) 689-1145

info@ubcp.com

In particular, you should arrange to either pick-up or download a copy of the [BC Master Agreement](#) (which covers films and television), and the union [Commercial Agreement](#). Likewise, read through the [UBCP FAQ](#) for information on union membership, working conditions, and other important issues.

RESUME

You will need to keep your resume CURRENT. Remember that your resume also forms a part of your personal selling card and therefore it is in your best interest to keep it up to date.

PARENTS AND YOUNG PERFORMERS

Young Performers hold a special position within the industry. There are guidelines and legal regulations (BC Gov't, as well as UBCP) which must be followed in order to protect our most vulnerable child performers.

Besides the Union specific clauses in place through the UBCP Production Agreements (above), you should also bookmark and read through the BC Employment Standards pages:

- ["YOUNG PEOPLE IN ENTERTAINMENT"](#)
(<http://www.labour.gov.bc.ca/esb/chldflm/>)
- ["What Parents Need to Know About the Film Industry"](#)
(http://www.labour.gov.bc.ca/esb/chldflm/brochure_for_parents.htm)

We will also try keep parents of our rostered young performers aware via e-mail of changes and updates in Young Performer Regulations.

SIN (SOCIAL INSURANCE NUMBER)

Please note that a child is also now required to have a SIN in order to work, so if you have not already done so, please apply immediately for a SIN for any children you have in the business. The toll free # to call is 1-800-206-7218.

Please call us or e-mail the SIN to us ASAP.

WHEN ON SET

When you are on set for any project please keep in mind the following points. First, never feel intimidated to sign a contract if there are any items which you have questions about. You always have the ability to ask that a copy be sent by fax to your agent or call us to ask questions before signing.

REMEMBER: ONCE IT'S SIGNED, WE CANNOT CHANGE ANYTHING!

Secondly, always ask for a copy of the "CALL SHEET". This is a form, which lists all of the information about the production, including Ad Agency, Product, Producer, Director, Talent, etc. This information is crucial to add details to your resume and to follow up should there be copies of the production you would like to obtain, or any other matters, which require follow up. You should send a copy of the call sheet to us via mail or fax ASAP.
