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GUIDELINES AND CAUTIONS FOR TALENT, MODELS AND EXTRAS

RED FLAG CHECKLIST

The following cautions are designed to keep talent, models and extras safe:

- Be suspicious. There are no guarantees or guaranteed jobs in the entertainment industry.
- Listen to your instincts. They could save your life.
- Know the talent agency laws in your area (city, county, state).
- Use a licensed talent agency.
- Stay away from talent agents who want up-front employment fees. (This is against the law in most states).
- Check everything out before you go to the interview.
- Have at least two reputable consumer sources of information.
- Do not assume want ads for actors or models are legitimate simply because they appear in a newspaper.
- Beware of opportunities sounding too good to be true (once in a lifetime, no experience required). They usually are.
- Never send or give money to anyone who promises membership in a performer's union. Always check with the union first.
- Never pay money in advance for postage, advertising, registration, categorization or filing fees (an illegal practice in some states).
- If you are unfamiliar with the agent, producer, or photographer – do not go on the interview alone.
- Do not interview in apartments or weekly rentals.
- If you are uncomfortable with an interview FOR ANY REASON, leave! There will be other interviews, other jobs.
- Read all releases and contracts carefully before signing them.

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WHAT YOU SHOULD KNOW ABOUT BECOMING AN EXTRA IN THE FILM INDUSTRY

How to Get Started

1. There are local extras casting agencies that are hired to work on various film productions that come to Washington State. For a list of companies that hire people to be extras call WashingtonFilmWorks at (206) 264-0667, or go to www.nwfilm.com and click the "Talent" tab. We do not keep talent and extra resumes on file.
2. As a general rule, a person does not pay a fee to register to become an extra. Extras Casting agencies are being paid a fee for their service and should not be taking anything out of the extras earned wages.
3. When you register to become an extra, you should be prepared with the following information: a head shot (photograph) in either black/white or color, a list of your physical characteristics such as height, weight, hair and eye color, clothing and shoe sizes; a list of any special skills you may have such as musical skills or sports; phone numbers where you can be reached.
4. If you have a vehicle available and would be willing to drive it on camera, indicate the model, year and color of your vehicle.
5. Always be prepared to bring your own clothing, including several changes. The production company may provide you with clothing from their wardrobe department, but you should be prepared with your own.
6. Be prepared to fill out an I-9 form to show proof of citizenship. This form requires a drivers license or picture I.D. and birth certificate or drivers license or picture I.D. and social security card number or a passport.

Payment (Reminder: these are basic guidelines. Always check with the company that hires you for what their policies are)

1. Extras are paid, at the least, minimum wage. Film days are long, sometimes 12 hours or more. Overtime is generally paid on a daily basis after 8 hours/day. In other cases, overtime applies only when more than 40 hours a week are worked. Be sure to check so

there are no surprises.

2. People hired as stand-ins are generally paid more than the extra rate.

3. Generally, extras are paid more for bringing special unique props or wardrobe. Be sure to check in advance with the company that is hiring you.

4. You should be paid extra for bringing a vehicle to be filmed (picture car). Depending on the car, the fee will vary. This is a negotiated fee.

5. Extras are given a pay voucher daily, but the payment is usually made on a weekly basis, generally 7 to 10 days after the paperwork has been processed by a payroll company (which will also take out all taxes). However, some companies may pay with a separate check for each day worked. It is critical that you keep good records of your pay

vouchers. Should there be a discrepancy in your pay, you will need to work with the payroll company after the production company has closed their local offices.

6. You will be mailed a W-2 form at the end of the year by the payroll company for your tax return.

7. If you are called to show up for work, but are used only for a part of the day or not at all, most companies will pay for a full day's work. Other companies may pay only the hours worked, or pay a cancellation fee. Be sure you know what your company's policy is before you start working so there are no surprises.

8. If you are required to report a day earlier for a wardrobe fitting, you should be paid a fitting fee.

Working on the Set

1. When reporting for work, ALWAYS arrive promptly and report to the extras casting coordinator. Tardiness is not tolerated. If an emergency arises, you are expected to contact the extras casting director/coordinator immediately.
2. Because parking is usually at a premium, be sure to follow all parking instructions upon arrival to the set.
3. Generally, the 2nd AD (assistant to the director) gives extras direction on the set. They will tell you where to stand, where to sit, and where and how to move. You should pay close attention to his/her instructions and follow them precisely.
4. The 2nd AD or extras coordinator must know where you are at all times. If directed to wait in a holding area or off camera, you must notify the proper person when you would like to leave the area for any reason. You will be given various breaks during the day to use the restroom, get snacks, etc.
5. It is not a good idea to bring a camera on the set, or to approach an actor or actress for autographs. Do not bring guests or family to the set. You are working on the set, and are not a visitor.
6. Be prepared to wait. Bring reading materials or something you can work on while waiting for your part.
7. Depending upon the production company, meal times may or may not be included in your work day pay period. Be sure to check first. Meals are usually served every 6 hours, allowing ½ to 1 hour for the meal break.
8. Craft Services- snack foods and drink, are usually available to extras throughout the shooting day. Be sure to check first so you can bring snacks if necessary.