



ST MANAGEMENT LTD

AGENCY GUIDELINES

To ensure the smooth running of the Agency, we would like to explain how the ST Management office is run, as well as some actions we require from you.

Representation:

ST Management Ltd (us, we, our) will represent you exclusively for all areas of work unless previously agreed. ST Management Ltd must be as your sole acting agent on Spotlight. We, as an agency, take a commission on all paid work sourced by you or us; therefore, all offers of paid work must be referred to us.

You may have a separate voice-over agent and are welcome to find representation in this area. If you don't have a voice-over agent, we will happily submit you for any voice work that may come in, so please ensure you have your voice clips available on Spotlight.

Paid Work:

All castings for paid work must be referred to and dealt with by us, and all offers of paid work are to be referred to and dealt with by us.

Unpaid work may be undertaken at your discretion but in consultation with us and your time must be fully booked out with us.

Availability and Booking Out Procedure:

We need all our actors always to ensure they book out all dates they are unavailable for work in advance. Anything that may potentially stop you attending a casting/filming/rehearsal etc. must always be booked out in advance. We ask you to do this via e-mail with the dates for which you would like to be booked out, or via the Tagmin diary system.

If we repeatedly cancel any castings, rehearsals or filming etc. due to you not booking out with us, we cannot guarantee we shall continue to represent you as it damages the Agency's reputation for everyone. So please ensure you always book out with us.



Attending Castings:

When an audition or casting is booked for you, you will be sent the necessary information, including the current dates of filming/rehearsals/recalls etc. It is your responsibility to ensure you are still 100% free for all these dates and if you are not, you must inform us BEFORE you attend the casting - not during or after. We can then inform the casting director immediately and not waste their time.

Casting forms:

Our agency contact details must be added as your point of contact to all forms filled in at castings.

Photos and Showreels:

All clients, as a condition of representation by us, must have up-to-date professional acting headshots and a current showreel available on Spotlight. Showreels are now an essential part of the marketing tools we use to get you seen by casting directors, so they are a standard requirement for all our clients. Please ensure you have these, and if you need any guidance on photographers or showreel providers, we would be happy to advise you. Without a showreel, your job submissions may be limited to stage work only.

Client Information Forms:

We will be sending you a client information form to fill in shortly. Please fully complete the form and send it back to us as soon as possible.

Commission Rates:

Type of engagement or employment	Commission rate
Film, Video & Television (excluding commercials)	15%
Commercials	20%
Stage & Theatre performances (including rehearsal)	10%
Merchandising & Video Games	15%
Radio, Voice-over & Audio-recording (excluding commercials)	15%
Radio, Voice-over & Audio-recording commercials	20%
Singing or performance of musical works	10%
Dancing	15%
Modelling	20%
Stunt Performing	15%
Variety or Club	10%
Publishing	10%



You can contact the Agency on the mobile number during normal working hours, or via e-mail at any time.

We encourage all clients to be proactive in promoting themselves as Actors; this includes maintaining your Spotlight page, keeping showreels current, investing in good photos, attending classes and actively seeking work and opportunities.

We very much look forward to working with you.

Sharon Thomas, and the Directors of ST Management Ltd

YOUR FULL NAME: _____

YOUR SIGNATURE: _____

POSTAL ADDRESS: _____

TELEPHONE: _____

By signing this form, you acknowledge and accept the terms and conditions outlined above and that you have read and understood our Privacy Statement already supplied to you.

DATE OF SIGNING: _____