

## Frequently Asked Questions

### What is the Selection Process for Getting Work?

Production companies supply Agents with casting briefs that describe the type and numbers of young performers they need for their particular production - A good Agent will always use their best efforts to match the supplied casting brief. Every possible care is taken to establish the member's suitability for the audition and, of course, subject to their performance at the audition, have a reasonable chance of winning the assignment.

As a general rule Agents, submit only 3 or 4 members for each part. Stagecoach Talent Agency are also able to upload some casting briefs for Agency members to view on our Casting Opportunities page. These castings are few in number and represent only a very small percentage of casting briefs received on a daily basis. 'Open' auditions are normally placed on the Casting Opportunities. Parents are always consulted before any offer of an audition or acceptance of any assignment.

### What to expect at an audition?

These are sessions set up by casting directors to choose children for their film/commercial/photographic session. N.B. We seldom get more than half a day's notice of a casting session.

Casting sessions / auditions generally take place Monday to Friday, and sometimes at the weekend - anytime between 9.30am and 6.00pm. We have little or no control over the time the member will be required to attend. Of course, you don't have to accept an invitation to attend a casting session, and many parents don't want to take their children out of school should the casting fall on a school day.

The theatre's equivalent of a casting session is sometimes called an "open audition". Here again many children compete for very few parts and often there is a long wait to be seen, sometimes for just a few brief moments.

Important - Auditions are hard won and competition is very fierce, so if you accept a booking to attend an audition or an assignment then you must attend and at the time agreed with you. It is your responsibility to make allowances for traffic delays, etc.

The rewards in terms of experience and enjoyment are great, although financially child fees are notoriously poorly paid, especially theatre work.

You must be aware that following a casting session / audition it is standard industry practice that you will only normally be contacted if the member has been successful. We appreciate this can be upsetting for children and parents, so please ensure their (and your) expectations are always kept low.

## What Happens When I get Booked for a Job?

If you are successful following an audition, or if you have been selected without an audition, your Agency will contact you with an offer of an assignment. All methods of contact are made via telephone, email, text.

N.B. Please make absolutely sure the member (and any attendance required by a parent) is available to carry out the work and you fully understand the requirements before accepting the booking. Once you have accepted the booking then the member must arrive at the production at the time and place specified. Failing an unforeseen major catastrophe happening there can be no exceptions to this.

Once the member has accepted the assignment you will be emailed all the information you need to take part in the production. Again, it is very important you receive this information in plenty of time to prepare properly. Remember most offices close at 5.30pm and after this time they will be unable to resend information to you.

### **Wardrobe:**

You may be called prior to your engagement by a production company's wardrobe/costume dept. They will give you full details of what to wear (e.g. stripes, spots or fluorescent colours are not suitable for video, and no large logos are permitted on clothes or bags). At all times please make sure the Agency has a contact number on which you can easily be reached.

### **Please Note: Call Times - Very Important**

It is the member's responsibility to call the agency between 4 to 5 pm on the day prior to the assignment and talk in person to an Agency staff member to receive their call time. If you do not call in before 5 pm the Agency reserves the right to replace the member. Call Friday if you are filming Saturday/Sunday/Monday as most Agencies are closed at the weekends. Unless calling for your time we would appreciate you not calling the Agency during call times.

### **Cancellations:**

If for any reason you need to cancel your booking you must always notify the Agency ASAP so they can make arrangements for a replacement. We also need to amend the production schedules for security reasons. This is very important so please speak to one of the SCA team in person -

N.B We will not accept voicemail messages.

The Agency office hours are 9.30am to 5.30pm - emergency out of hours, please call one of the following numbers:

## How to get a licence?

Licences are needed for nearly every production your child undertakes. Without a licence being issued no-one aged 16 and under can be employed within the entertainment industry. In licensing terms a child aged 16+ no longer needs a licence once formal education is ended. i.e. when their GCSE examinations have been completed.

Production Companies usually have a fast turnaround between auditions and filming, and therefore often require children that they can licence quickly. However, getting a licence can be a lengthy procedure, so the more prepared you are the easier and quicker the process will become. Having all the necessary documents ready to go will give your child a better chance of getting work.

### **This is what you need to have ready as soon as possible**

- Parental Medical Declaration - A general statement, simply stating the student is both fit and well to take part in a production - This can be sent by the Agency when your child gets a booking
- Birth Certificate - Photocopy of your child's birth certificate (not the original)
- Passport photos - Two standard passport photos of your child (please put their name on the back). You could use the small photos that came in your Spotlight Package photographic pack.
- Put these items in a safe place until needed.

### **Your child is successful in getting a job - What Happens Next?**

#### **Here are actions you need to do NOW**

- The Agency will send you the Children's Licence application form
- Fully complete the Children's Licence Application form
- Get a letter from your child's Head Teacher giving permission for him or her to be absent from school to take part in this production.
- Immediately send all the 5 items listed above either by special delivery or hand deliver to your child's local Education Welfare Officer (EWO). Your EWO resides within the County Council authority in which your child lives.
- Do not send anything to the Production Company or the Agency.

**Please Note:** Once all the necessary documents are received by your Local Education Authority (LEA) it can take up to 21 working days for them to raise a performance licence. So you must act promptly to ensure you get your licence processed as soon as possible.

Once the licence has been approved, copies are mailed to you and the Production Company. The Agency does not receive a copy, so please ensure that you advise us as soon as you receive the licence. We will then know you are ready to go.

We understand and appreciate the efforts that you go to organise these licences, so please remember:

- The LEA will not process your application unless it is completed correctly and contains all five items
- It can take up to 21 working days for a LEA to raise a performance licence
- Your child will not be able to take part in any assignment until a licence has
- Don't hesitate to call the Agency if you need help

## General Guidelines for Parents.

### Changes

- All Mobile, Home or Work phone numbers, email and address changes must be notified in writing to the Agency ASAP

### Important Advice on Filming Procedures

- You will have to find your own way to the location / studio and sometimes we can supply a map, otherwise it will assist you to look on the websites: [maps.google.co.uk](http://maps.google.co.uk), [www.theAA.com](http://www.theAA.com), or [www.streetmap.co.uk](http://www.streetmap.co.uk)
- It is vital that you arrive on time as delays will cause problems for the rest of the artists and production team. (you may even be sent away and then you will not get paid)
- Call times may be any time of day so please allow a full day for filming. Once on location / studio you may be asked to sign in and out. Please ensure you always sign in and out on a Stagecoach Agency sheet and no other agency's sheet.
- If you are over 16 you will need your National Insurance Number. Make sure you have this with you otherwise it will delay payment.
- If you have any queries or problems on location / set call the Agency first.
- Meals and refreshments are usually provided free by the production company throughout the day particularly on location. There can be a lot of waiting around so take something to occupy yourself, e.g. books, cards, crosswords etc. Also wear comfortable shoes and take coats especially for outside filming.
- We must stress that the work you undertake must be taken seriously and professionally. Neither the production companies nor this Agency will tolerate any type of bad behaviour or misconduct.

## **IMPORTANT AGENCY NOTE**

All casting opportunities offered to members by the Agency are strictly confidential and are supplied only to Members within the current Stagecoach Directory.

## **What to Put on My CV...**

Please visit the Spotlight website [www.spotlight.com/artists](http://www.spotlight.com/artists) to create your personal on-line CV. To do this you will need your Spotlight Update PIN supplied in your Membership Email from Spotlight.

On the bottom left hand side of the screen enter your SPOTLIGHT Update PIN.

To create the CV or make changes to it, select 'Update My CV' from the list on the left-hand side. Here you can add credits or skills to your CV, or change personal details.

Please note that any information you add will be viewed by industry professionals across TV / Film / Theatre, so you should be accurate and honest at all times. For example, there is no point claiming that you can speak French if, in fact, if only a few words are known! It will reflect badly on you and the Agency if false claims are made. It is alright to add Stagecoach productions as they are recognised within the industry. Please do not add auditions you have attended as this does look very unprofessional.

Once you have updated this information, press 'Publish Changes', double-check the CV and then confirm that you are happy for it to go live.

Then log-out when you are finished.

### **Make sure you keep your CV information up to date**

That includes all professional work and training you have undertaken, together with any training exams passed.

### **Very Important - Please Read and Take Note**

All information on this website, the internal Spotlight website pages, together with all your Member's PIN numbers are strictly confidential to Agency members only and must not be passed on to anyone else.

## What kind of work do you do?

We provide children for work in film, television, theatre, West End shows, radio, adverts, corporate, photographic, background and much more.

## What Ages Do You Represent?

Ages 4-18 years

## How do we know if our child gets an audition after a submission?

Agents make every attempt to call you and contact you when your child gets an audition.

## What happens after attending an audition?

After attending an audition, you will only be contacted if you are successful. Agencies are generally only informed if their clients are lucky and rarely get given feedback. Where possible they will pass on any comments.

## Will we get any feedback on Auditions?

Because of the sheer volume of auditions, Agents do not tend to give feedback, nor, in fact do they receive it. This is just too busy an industry and casting directors give feedback only when a child has been successful.

## Why hasn't my child had any work?

Often it can be a matter of waiting for a job to come in. Agents react to very specific breakdowns and submit students as much as they can for jobs that are right for them. If the casting directors do not decide to pick them then it is unprofessional to go back to them. Agencies have never guaranteed work, as this is a realistic and honest approach to a highly competitive industry.

## How do we get paid for the work we have done?

Once the Agent has received payment they will email you asking you for your bank details and from here will pay directly via BACS into your account.

## How long do we have to wait for payment?

As soon as the Agency gets paid and the money has cleared they will pay out by BACS every week. Typically payments take 4-6 weeks.

### What commission does your Agency take?

We take 25% commission for paid work.

### What does 'sole representation' mean?

For example, Tarquin Talent Agency and Talent Management are a Sole Agency. This means that during your year with us you cannot be signed to another Agency. We do occasionally by mutual agreement make the concession to model agencies and for just modelling assignments. It is usual that in order to leave the agency you must give three months' notice in writing.

