



HELPFUL TIPS

Our casting needs vary from production to production; however, we want to give you some helpful information for when you work with us.

The first step to working with us is to register with our company. Once you have signed up with us, you are eligible to submit for projects we post. Please note that registering with us does not guarantee employment.

The steps involved in working with us include:

1) We will contact you either by email or phone to check your availability to work on a date. An availability check is not a booking to work.

2) Once we have confirmation from production on the numbers that we need for the date, we will send you a BOOKED TO WORK email – this email confirms that you will work on the date we checked your availability for, and it will give you basic information about the day/night of filming. You should mark this date(s) down on your calendar.

3) You will receive a CALL INFO email (phone call if you don't have access to a computer) the night before with all your instructions for the day/night of filming. Typically, this email is released between 7:00pm and 9:00pm. Please check your email again in the morning when you wake up to make sure there haven't been any changes to the day.

If you are running late or an emergency occurs, please give us enough notice to find a replacement if needed. If you simply choose not to show up, it MAY affect your being booked again.

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Arrive early to work. While this is a different type of job and you may be doing it for fun, it is still a job. Allow time to park and find extras holding (unless you are given specific directions to check in at another location, such as parking or set), where you will check in with a production assistant from the A.D. (Assistant Directors) staff. You will receive a pay voucher. Make sure to park only in the designated areas, if unsure, check with the A.D. staff.

Shoot days are long, generally 10-12 hours. For a minor, the hours are fewer depending on age. If school is in session, please bring homework as the child will be tutored by a set teacher. Make sure your entire day is clear. This could mean you may have to reschedule a doctor's appointment, arrange a ride for kids from school or find a babysitter.

In order to receive payment, you will need to bring two forms of ID: driver's license (state ID) and social security card or passport. Minors must bring a current, valid Illinois work permit (obtained for 4 Star Casting or through a talent agency such as Lily's, Barbizon, etc), and a copy of their birth certificate. After you have filled out the pay voucher, make sure to complete the I-9

and W-4. Don't forget to sign it! If you do not fill out the information completely, it may delay your paycheck.

The pay rate varies a bit from production to production, but it is generally \$75.00/8 hours or \$115.50/12 hours of work, which breaks down to the state minimum wage. Overtime, at the rate of time and a half, applies after 8 hours if you are on an eight hours scale. You are guaranteed the quoted rate for the day once your report to work, whether you work one scene or every scene!

You will hold on to the pay voucher until wrap (unless the voucher is taken in exchange for wardrobe or a prop), and are checked out by the A.D. staff. You are not officially released until the A.D. staff has signed your paperwork.

You will get a copy of your pay voucher. Keep your copy for proof of payment. If for some reason a copy is not available, please take a picture with your phone for your records. We do not offer payroll services, if you have an issue with your paycheck, please locate the phone number for the payroll company listed on your pay voucher, and call them directly.

Please advise the casting department if you have any physical impairments or health problems, since our days can be long. Bring any medication that you may need for the day.

Please come to set camera-ready, which means with your hair and make-up done. Unless given other specific instructions, it is best to keep hair and make-up, natural and light. If necessary, it is easier to add rather than subtract.

If you are needed for additional days of shooting for the same scene, find out before you leave the set if you need to have the same look – hair/make-up and wardrobe, etc.

If you are booked with your car, it must be in good working condition, and come to set with a full tank of gas. Unless instructed otherwise, do not wash your car. Car bumps are generally \$35.00 added to your pay voucher. Most productions avoid red, white and black cars.

A meal is provided and is usually served six hours after the crew call. We suggest that you eat a big meal before reporting to work. If you have a favorite snack, you may bring it with you. If you need a lot of caffeine during the day, you might want to bring coffee and/or soda with as they are sometimes in short supply.

If you are on set, and need to be excused for any reason (use the bathroom, get a glass of water, etc), please check with the A.D. staff before you leave, so they can make sure it won't affect filming.

Please note that we cannot be responsible for any valuables lost or left on set. Leave valuables, jewelry and cash at home. You may want to bring books, magazines, crossword puzzles, etc to extras holding.

Absolutely no cameras or cell phones are allowed on set. Additionally, never look directly in to the camera, do not ask for autographs, and do not speak to the actors unless they initiate the conversation. No guests are allowed on set or in extras holding, except for minors, who are required to have one guardian present (18 years of age or older). There is no use of drugs or alcohol, and working under the influence is forbidden.

No Firearms are allowed in extras holding and/or set.