

Bonnie & Betty  
#teambobe

# INFO PACK

## INDEX

<u>TOPIC</u>	<u>PAGE(S)</u>
Registering your Child with Bonnie & Betty	3
Agency Divisions & Locations	4
Updating Your Child's Online Profile	5 - 6
Image Requirements	7
Updating Images, Copies of Work, Sibling Images	8
Snapshot Advice & Examples	9
Professional Headshots & Recommended Photographers	10
Spotlight	11
Your Child's CV & Training	12
Availability Policy	13
Licensing	14
General Industry Information & Advice	14-15
Working Hours	16
Self-Tape Tips	17-20
Mailing List, Social Media, Merchandise, Industry Parent	21

## **REGISTERING YOUR CHILD WITH BONNIE & BETTY**

Congratulations on your child's offer of a place with Bonnie & Betty.

Please read this Info Pack in full before proceeding. It should answer any questions you have, both now and during your contract period. If there is anything you are still unsure of, please email [administrator@bonnieandbetty.com](mailto:administrator@bonnieandbetty.com) and someone from the admin team will get back to you ASAP.

**To accept your child's place with the agency**, please follow the instructions within your acceptance email.

### **MODEL / TALENT / ACTING DIVISIONS**

These divisions are all run via the agency on the Mainboard/Portfoliopad platform. Please follow the instructions within that manual to login to your child's online profile. T&Cs are to be signed and uploaded to the platform.

### **CASTING DIVISION**

This division is run via the Entertainment Partners (EP) platform. Please follow the instructions within that manual to login to your child's online profile. T&Cs are submitted via a tick box within the platform login.

Please be aware the main agency divisions and the casting division are completely separate.

They are housed on two different platforms which are not synced. If you are registered on both, you **MUST** ensure any profile changes are made on each platform individually, including updates to profile, uploading documentation and managing the calendar.

**Our registration period is 30 days.** Within that timeframe you will need to:

- Submit your agreed **T&Cs**.
- Complete their **online profile(s)** on either/both platforms, depending on which you have been accepted to – see above.
- Upload a set of **images** to either/both platforms, suitable for their age /accepted division(s). [See the section in this pack for full info on what images are required for each age group and division.](#)
- Upload the requested **licensing documents** to their online profile(s) [See relevant user manual.](#)
- Pay the agency **website fee**. An invoice for this is raised by the admin team during your registration. *An upfront fee is not applicable to Model Division Only rep.*
- If your child is 4yrs+ and is accepted to the Talent and/or Acting division(s), they will also be required to become a member of **Spotlight**. We will email you during your child's registration process regarding this. [See the section in this pack for full info on Agency Divisions and our Spotlight requirement.](#)

### **Once your child's registration is complete**

We will check over all relevant profiles and will then email you confirmation once they are live on our books and their 12 month contract with us has begun. We will commence submissions from this point.

## AGENCY DIVISIONS

### **MODEL**

Stills and photographic modelling for all media including online, in-store, packaging, catalogues, e-commerce, etc.

### **TALENT**

Commercials, videos (including music videos, educational, corporate/training videos, etc.), events, and voice work in these areas.

### **ACTING (6y+)**

Featured roles in TV, Film, & Theatre, and voice work in these areas. *Children under the age of 6yrs will be submitted for relevant acting briefs through the Talent Division.*

### **CASTING (previously Extras/S.A Division)**

Supporting and background roles in TV, Film & Commercials. It is worth noting that often these roles are upgraded on set and can end up semi featured/featured, including being given dialogue. This division works across big name productions for the likes of Disney, Marvel, HBO, Netflix, Prime, Paramount+, Sky, BBC, ITV etc. Most baby/toddler roles can also crossover from background to featured. You are welcome to opt in or out of this division now or at any point during your contract if you have been accepted to other divisions. This division is separate to the rest of the agency and is housed on a separate platform (Entertainment Partners).

## DIVISION LOCATIONS

Each division is split into two main locations – **North** and **South**. South jobs typically shoot in and around London and Home Counties. North jobs typically shoot in and around Manchester. We are happy for you to select either or both, but please ensure you are happy to travel to those areas at short notice and at your own expense if required, including castings.

There is also the option to be added to a location for **straight jobs only**. This refers to jobs that are booked directly from a profile/virtually, so you will not need to attend a casting in person in that location before being confirmed for the job.

*i.e. you live in the North where your child is being submitted for castings/jobs, but you would also like your child to be submitted for straight jobs in the South, in which case you are happy to be classed as South based (happy to travel and organise at own expense if selected).*

For clarification, a main location selected, i.e. "South", includes all submissions and you would not need to also select "South straight".

Please note, you cannot register with the Agency solely for straight work.

You can also choose for your child to be submitted for **Abroad** work within their registered division(s). Please follow the instructions within the relevant user manual for details on how to do this for each platform.

The admin team will request your location choices during your registration with them.

## **UPDATING YOUR ONLINE PROFILE INFO**

We cannot stress enough how important it is to keep your child's online profile(s) up to date with changes throughout the year. This includes their height and body measurements, clothing and shoe sizes, skills, contact info etc.

Please remember that the two platforms we use are not synced, so if your child is registered to both the Portfoliopad and Entertainment Partner platforms, you will need to update both profiles.

This is the information that we will use to submit your child for briefs so if it is out-of-date or incorrect, they will not match the briefs they should and they will miss out on potential jobs.

### **The requirements for updating your child's profile information are as follows:**

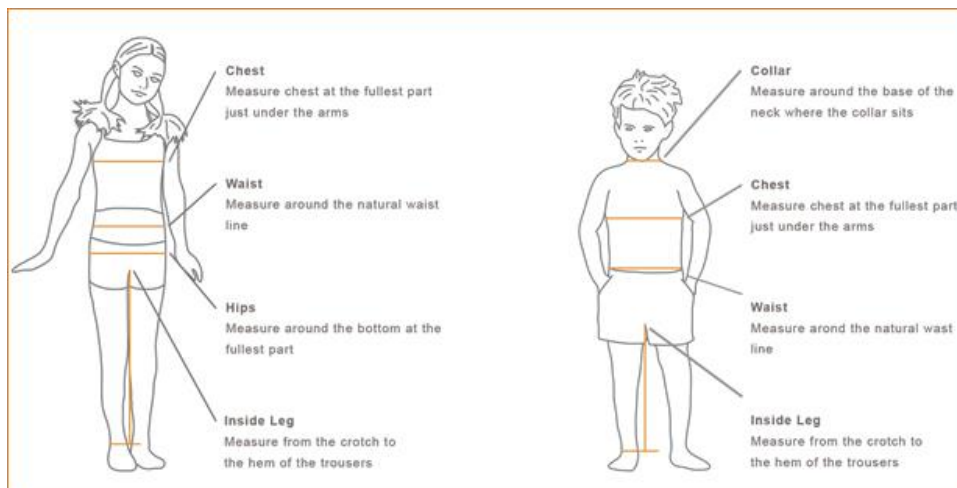
**Under 2yrs:** Every 2-3 months

**2yrs+:** Every 3-6 months

We recommend upon joining that you diarise as above.

If you measure your child between the recommended periods and notice a change, please feel free to update sooner. Please do not allow it to go beyond this time without updating, as the chances are your child would have grown within this time and would therefore be missing out on jobs which they could be submitted for.

Please measure accurately in cms. You will be very surprised how much 1cm difference can make to a client when they are selecting! Please use the following diagram for help when measuring (please ignore collar for boys in the diagram as we don't require this).



### **Braces**

We need to know if your child wears a permanent brace, or if they start/stop wearing one at any point. Any smiling images will also need to be updated to reflect the change in wearing a brace too.

### **Glasses**

We need to know if your child stops or starts wearing glasses at any point.

Please email [administrator@bonnieandbetty.com](mailto:administrator@bonnieandbetty.com) to report these changes.

**Moving House or School**

It is very important that the agency has the correct address and school details for your child, as this affects the licensing information legally required to submit your child for work.

If your child's address changes, please ensure to update your contact info and also upload new licensing documentation (please refer to the individual user manuals for instructions).

If your child starts school for the first time, changes school or becomes home educated or leaves school, please remember to also update the licensing documentation.

**Updating Skills**

Please remember to keep the listed skills on your child's profile(s) updated – removing, editing or adding where relevant.

Please see each user manual for how to add/remove skills & notes to the different platforms.

## IMAGE REQUIREMENTS

The images on your child's profile need to be high quality as these make up the first impression that our clients will have of your child.

Each division differs in the type of images required, to reflect what our clients will be looking for. If your child is registered to more than one division, different image packages will be created to submit them for work via the different divisions.

### MODEL DIVISION

**For all ages**, we require a set of clear, good quality snapshots ([Please read below for Snapshot Advice and Examples](#)) or professional modelling shots.

Lots of our recommended photographers offer model packages. Please do not use any photographers listed as talent/acting division headshot photographers only, as these likely won't be suitable for the model division. [See details within the Professional Headshots page.](#)

*These images will need to be uploaded to your child's Portfoliopad profile. Please upload 10-15 snapshot images for us to review and select a final minimum 5 for their submissions package. If using professional modelling shots, we will need at least 5 images.*

If your child gains images from a photographic job, we can consider using these too. [See Copies of Work info below.](#)

### TALENT / ACTING DIVISIONS

**For children 0-3yrs**, we require a set of good quality snapshots (images taken at home) ([Please read below for Snapshot Advice and Examples](#)) or professional headshots.

The reason we don't make it obligatory to have professional images taken for children under 3 solely for the purpose of their B&B profile is because they are still changing regularly.

*These images will need to be uploaded to your child's Portfoliopad profile. Please upload 10-15 images for us to review and select a final minimum 5 from for their submissions package.*

**For children 4yrs and over**, we require a set of professional headshots. [Please read below for info on Professional Headshots & Recommended Photographers.](#)

*These images will need to be uploaded to your child's Portfoliopad profile for us to review and create their submissions package. We will need at least 5 images to do this, and we will display the same images on their Spotlight profile.*

### CASTING DIVISION

**For all ages**, a set of clear, good quality snapshots (images taken at home). [Please see further below for snapshot advice and examples.](#)

*These images will need to be uploaded to your child's EP profile. Only upload the shots you want to be seen on their profile as these are immediately live and are not previewed or edited by the agency.*

## **UPDATING YOUR CHILD'S IMAGES**

As your child grows and their look changes, their images will need updating. To ensure this, we recommend the below schedule for updating their images:

**Under 2yrs:** Every 3 months (more regularly for small babies)

**3yrs+:** Annually

Your child's images must reflect their current look, so if they have had a significant change before the recommended schedule – hair style, braces fitted/taken off – this needs to be updated ASAP.

When uploading images for update, please **DO NOT** upload one or two images at a time. Submit the update according to the image requirements listed (number of images etc).

## **COPIES OF WORK (Portfoliopad Only)**

We will follow up any jobs booked via the agency to try to get hold of copies for your/our records. However, these are not always forthcoming! Therefore, if you manage to directly track down any images, please upload them to Portfoliopad for your child's portfolio. Please also email them, as well as any video work/links to [administrator@bonnieandbetty.com](mailto:administrator@bonnieandbetty.com) for our social feeds.

## **SIBLING IMAGES (Portfoliopad Only)**

If you have more than one child registered with the agency, please upload a handful of images of them together on each individual profile (can be same images). We will then use these to create a sibling package for those requests.

We do not require professional images for a family/sibling profile ([please follow our Snapshot Advice and Examples page](#)). Please see some good examples below:





## SNAPSHOT ADVICE & EXAMPLES

PORTFOLIOPAD - Preferably upload 10-15 images at a time for us to choose minimum 5 for package submissions.

EP – Only upload the shots you want on profile; these are immediately live and not previewed by the agency.

### 0-2yrs

- Facing the camera.
- Plain (as possible) background.
- Include different facial expressions (neutral, smiling, laughing).
- Clean and tidy - no food on face/no dribbling/no dirty noses!
- No phone filters.
- No dummies and preferably no hats/big hairbands.
- Please include a few full-length shots. Can be laid down, sitting, or standing dependant on their activity level.



### 3yrs+

These are a natural, unedited representation of your child - as a client will expect them to look when walking through their door for a casting.

- Facing the camera.
- Plain background.
- Please style hair as it usually is. You can include some additional images with alternative hair styling (i.e. tied back or braided) if this an option they sometimes wear.
- Include a mixture of contrasting shots: AT LEAST one smiley shot with teeth, one smile without teeth and a serious/neutral expression.
- PORTFOLIOPAD - Please include images taken from the waist up so that we can crop these to be headshots.
- PORTFOLIOPAD - Include full-length images (uncropped so that we can crop).
- EP – Please follow photo guidelines within the platform for front on, side on, full length etc.



## **PROFESSIONAL HEADSHOTS & RECOMMENDED PHOTOGRAPHERS**

If your child is **4yrs+ and they are joining the Talent and/or Acting Divisions**, and they don't already have at least 5 current pro headshots; you will need to organise a shoot for them to have a set taken. For the other divisions, this is optional.

**Before booking, please request our current 'Photographers Info' document which contains full details on all our recommended photographers, including any package, contact and availability info.**

If using another photographer not listed within our photographers' doc, please bear in mind:

- We cannot guarantee that the photographs will be accepted for the website until we view them. We must ensure image standards are kept.
- Do bear in mind when looking at other photographer's costings to check how many images you also get within the session fee or how much these are in addition.
- Headshots and model portfolio/editorial style images are two very different things; not to be confused.

Some shots can be used across the board but typically **headshots** should show your child very naturally, as a client will expect them to walk through their door for a casting. Minimal make up or hair styling, almost like a passport image. We require a mixture of contrasting headshots; AT LEAST one smiley shot (with teeth), one smile without teeth and a serious/neutral expression. Headshots are not about trying to make your child look amazing! They are to show their natural persona and character within an image.

In contrast, **model portfolio/editorial style images** have added assistance from styling to show clients what is achievable and portray different looks. The two image styles work very well beside each other but one is not a replacement of another.

If you are registered just to our talent/acting divisions, we would not advise editorial imagery and likewise, if you are just registered to the model division, we would usually recommend good quality snaps or more editorial or fashion based imagery, rather than straight headshots. If you are registered to both, we will create different packages for the different divisions. Those used on the talent/acting divisions will also be used on Spotlight.

The document clearly details the division(s) each of our recommended photographers cover.

## SPOTLIGHT INFORMATION

Spotlight is only applicable **for children aged 4yrs and above who are with the Talent and/or Acting division(s).**

Please note all children on these divisions MUST be registered on Spotlight. As nearly all the talent/acting briefs come to us this way, we cannot submit your child for these assignments unless they are registered to Spotlight.

If your child is already with us on the talent division but would like to audition for the Acting division, please email us for instructions on self-taping for this. The Acting division is by invite only.

For those of you that have not heard of Spotlight, it is a professional casting directory for the entertainment industry. Founded in 1927, it has since become world-famous for its casting directories. Over 70,000 performers appear in Spotlight, including actors, child artists, presenters, dancers and stunt artists. The cutting-edge casting services unite casting directors with performers and their agents more quickly and easily than ever before. As the industry's leading casting resource, Spotlight is used by most TV, Film, Radio and Theatrical companies throughout the UK, and many worldwide. Clients range from large organisations such as the BBC, Sky and Channel 4 through to small production companies and individual casting directors. ALL professional actors are registered with Spotlight in order to get put forward for work by their agent.

The Spotlight Link is a subscription only service to agents and is only available to those agencies who have been approved as Spotlight registered. Once registered, briefs/breakdowns are sent to the agents for them to submit any suitable children via the Spotlight website. We get around 40 jobs in a day from Spotlight, for both kids and adults, and around 75% of these will only allow us to submit directly through the Spotlight link and not with CV's via email, which means if your child is not on Spotlight we have no way of submitting them.

The Children & Young Performers section caters for children 4y+. Once registered with Spotlight, your child is viewable and searchable by clients on the website as well as being able to be submitted for any Spotlight briefs for which they match the description by their agent. Please note this is for the entertainment industry rather than the modelling industry. Modelling work all comes to the agency directly.

As a member of Spotlight, you also have access to their regular newsletters which offer advice and tips as well as access to their many free workshop sessions and Spotlight Discounts, which are exclusive savings from high street retailers and on family days out, included as part of your Spotlight membership.

Spotlight books are open all year round and the subscription is for 12 months from the joining date online. The Spotlight fee is £129.60 per year inclusive of VAT (this can either be paid upfront or in monthly DD instalments). There is a 50% discount offered by Spotlight to anybody who identifies as deaf, disabled or neurodivergent.

**TO JOIN:** Only pre-approved agencies and stage schools can apply for a child to join. Please email [administrator@bonnieandbetty.com](mailto:administrator@bonnieandbetty.com) for the web link that will take you to the application page for our agency. From here, you will complete your child's basic info and make payment/set up the monthly DD. (Please note: if you are applying for the 50% discount, please email Spotlight direct for them to sort). **Once the application is processed by Spotlight, we will take over and manage the profile on your behalf. We will email you at this point for anything further that we need from you.**

## **YOUR CHILD'S CV & TRAINING**

If your child has just registered with us, we would like to know if they have done any previous work so we can add this to their CV. If not that's fine, they will hopefully build this whilst with us.

If they are 4yrs+ and already have a Spotlight page we will be taking over, please just ensure all credits are up to date on there. If not, please provide us with any details of professional jobs in the below format so that we can add these to their CV when we set the Spotlight page up.

Format for sending us job credits:

<b>Job Type</b>	<b>Job</b>	<b>Role</b>	<b>Year</b>	<b>Director/Production Co</b>
TV Commercial	Heinz	Son	2017	Dir: Joe Bloggs / Sassy
Photographic	M&S	Model	2021	Photographer: Joe Bloggs
Feature Film	Matilda	Extra	2022	Dir: Joe Bloggs / Matilda Pro

### **Performance Skills & Training**

If your child has/is joining Spotlight, we will need to know training details for any performance skills they have i.e. dancing, musical theatre, singing, musical instrument, acting etc.

Please list lessons, workshops and grades achieved in the following way and email them to the admin team:

***Date started – ended/Present: Company – Classes taken***

***Month Year: Company – Workshop taken***

***E.g.***

*2019 - Present: Stagecoach – Singing, Dancing, Acting*

*June 2019: The Shed Acting Workshop*

*2018 - Present: The Dance Company – Tap & Ballet*

*2017 - 2018: Dance Inc – Tap, Ballet & Jazz*

***Month & Year achieved: Discipline – Grade achieved (Mark if relevant)***

***E.g.***

*March 2020: LAMDA Musical Theatre - Grade 2 Solo (Merit)*

*January 2020: Ballet - Grade 5 (Distinction)*

### **Ident and Acting Self Tapes – SPOTLIGHT ONLY**

Clients constantly comment on how hard it is to select somebody for an initial casting simply from a few shots. To assist with this, we require a standard commercial ident/slate self-tape on your child's Spotlight profile which is no more than 12 months old.

When we complete the set-up of your child's Spotlight profile, we will email you the self-tape request relevant to the division(s) they are registered with. Please follow the specific instructions within the email(s).

Those who don't have this on their profile are at a massive disadvantage to those that do, so it is important this is done for us ASAP, and this will need to be updated annually.

### AVAILABILITY POLICY

We require all parents to use the calendar on your child's profile(s) to make us aware of any unavailability. It could be anything, not necessarily a holiday. Ongoing sickness, a birthday party, a one day event, a hospital appointment...if your child would be unavailable for the majority of a particular date, you must book them out. We are otherwise submitting your child to clients for various briefs they may actually not be available for.

Please be reminded that Mainboard and Entertainment Partners are two completely separate platforms, therefore if you have a profile on both, be sure to book out on both systems.

We experience various problems on a daily basis with people not being available for castings/jobs having not booked out. This causes a lot of issues our end, mainly upsetting clients who have, by that stage, already gone through a lengthy process to make their selections for casting stage.

We are fully aware everybody leads very busy lifestyles...we do too! This is exactly why we make the system as easy as we possibly can. By making the commitment to join the agency, you are committing to the terms in which you have signed up to, including the rules regarding availability.

**We will issue a note on your child's file for any casting/assignment we contact you for which you are unavailable.** This is taken into consideration at the time of renewal. If we find this is becoming a regular occurrence (more than 3 times during your 12mth contract), we do reserve the right to advise you we will need to remove the child from our books. You will be notified in writing of this. Most of our parents use the calendar religiously, so this policy keeps it fair for all and stops any repeat offenders from taking advantage.

## **GENERAL INDUSTRY INFO & ADVICE**

**Pencil/Option** – This is when your child has been short listed for the job and the client would like you to keep the project dates free until a final decision has been made. The amount of children pencilled for a project will vary widely depending on the job. It is imperative that you keep all project dates you have been provided with completely free until further notice.

**Client** – This is the person who deals with organising the child model/talent for the job. It could be a Casting Director, Photographer, Producer etc.

**Brief/Casting Breakdown** – This is what an agency receives from the client specifying all details of the role and project, for which the agency will then submit for accordingly.

**Licence** – Whenever a child (classified as newborn to the last Friday in June of year 11) works, they legally require a child performance licence. This is applied for and issued by the local education authority where the child lives (NOT where they go to school, if this is different). This is down to the client to organise, although they will often ask the agency to carry this out on their behalf.

Spotlight is a great source of general information, tips and advice about the talent/acting industry so please make use of it when you can! Visit [www.spotlight.com](http://www.spotlight.com)

### **CASTINGS & BOOKINGS**

We do not deal with open call castings at all in house. All our casting requests are by appointment only. This means that a number of steps take place behind the scenes before you receive a casting request.

1. We have received a brief from our client, outlining their requirements.
2. We have submitted all suitable matches to them, based on varying criteria.
3. They have then spent time going through all the submissions they have received from the agencies and shortlisting who they would like to see more of at a casting (typically self tape or in person)

It's therefore important to note that as and when you are contacted by the agency with a casting opportunity, the above steps have already taken place.

Nowadays, the majority of first round castings/auditions will take place via self tape. These should be treated in the same way as a live casting. If you are unable to submit in time, you must let us know immediately. We may be able to request an extension, but please do not leave it until the deadline to request this.

After a casting, we will typically never receive feedback at first round. We will only hear back from a client if they wish to recall and/or pencil your child for the project, at which time we will of course immediately be in touch. If your child is confirmed for the project, please be aware that often we don't get full shoot details right up until the afternoon of the day before the job. The moment we have it, you'll have it too!

Photographic and voice jobs can be hourly (min 2hrs), half day or full day bookings. Broadcast bookings (commercials, TV, Film etc) are typically always full day bookings only. There are regulations as to how long children can work in a day depending on their age and these will of course need to be adhered to.

It is EXTREMELY important that you keep the agency up-to-date with your child's updates, development and unavailability dates to ensure we are putting your child forward for ALL suitable assignments.

Please ensure you respond to any messages efficiently and keep us informed of any changes to contact details.

It is important that if your child has shot for a brand for which you are exclusively contracted to, you MUST flag this for any future competing brands/competitors. If you are unsure, always check. Please always thoroughly read and ensure you understand any contracts sent to you before signing and retain a copy for your safe keeping.

### **CHAPERONING**

Children must be chaperoned at all times on any booking. The client may choose to organise a professional chaperone in replace of a parent. This is typically for 5yrs+ only (parents will usually always act as chaperone for under 5's themselves). If a professional chaperone is being used, a responsible adult will just be required to drop and collect the child. Please note that only a parent or legal guardian or a licensed chaperone can legally act as a chaperone on set. Any other family member or another adult is unable to do so without holding a chaperone licence, even if they have a DBS check. If somebody else looks after your child regularly and you would potentially need them to accompany them on jobs, they would need to apply to their local authority for a chaperone licence.

### **TFP (TIME FOR PRINT) SHOOTS & OOA (OUT OF AGENCY) JOBS**

TFP shoots are photographic job opportunities from companies requesting your child's time in exchange for the professional images they produce. These can be a great way to kick-start or bulk out your child's CV, gain some professional images for us to use and give them experience on set. However, it should be noted that there are often reasons where we would not allow out of agency work or would strongly advise against some TFP shoots. Any jobs that are running through another agency are forbidden.

Some jobs could be a conflict for other brands. This is when a client will not allow a child who has shot for a competitive brand to shoot with them. For example, a supermarket may have a rule that they will not use any model/talent who has appeared in any other supermarket ads/stills in the last 3 years. The reason why a lot of these companies are casting out of agency/on socials, is because they are not paying the models appropriately. This may not be a problem for start-up/small brands, but brands that are better known should not be using models for free without paying them fairly. This includes not only a shoot fee but also buyout fees, which allow the company to use a child's images for a certain length of time. For example, in 5 years' time you may decide that you no longer want your child's image being used in a certain way but have signed away the rights in perpetuity. Finally, it is very likely that if the client is casting kids out of agency, they will not be following any correct rules and regulations regarding working with children, including licensing.

Due to the above, we ask that you **please always check before accepting or applying for any jobs outside of the agency.**

If you are given the green light, after your child has done the job please don't forget to email over the details for us to add to their CV (see page 17 for the information we will need) and upload any images you are sent for us to consider using on their website/card.

## WORKING HOURS

Please see below the legal working hours for a child. Please be aware of these hours as if you are chaperoning your child on set, you would be expected to ensure your child is only working their legal amount of hours.

Topic	Age 0 to 4	Age 5 to 8	Age 9 and over
Maximum number of hours at place of performance or rehearsal (Reg.22)	5 hours	8 hours	9.5 hours
Earliest and latest permitted times at place of performance or rehearsal (Reg.21)	7am to 10pm	7am to 11pm	7am to 11pm
Maximum period of continuous performance or rehearsal (Reg.22)	30 minutes	2.5 hours	2.5 hours
Maximum total hours of performance or rehearsal (Reg.22)	2 hours	3 hours	5 hours
Minimum intervals for meals and rest (Reg.23)	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45 minute meal break.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes  If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.	If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes  If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.
Education (Reg.13)	N/A	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.	3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4 week period or less.
Minimum break between performances (Reg.23)	1 hour 30 minutes	1 hour 30 minutes	1 hour 30 minutes
Maximum consecutive days to take part in performance or rehearsal (Reg.26)	6 days	6 days	6 days



## GENERIC SELF TAPE TIPS & ADVICE

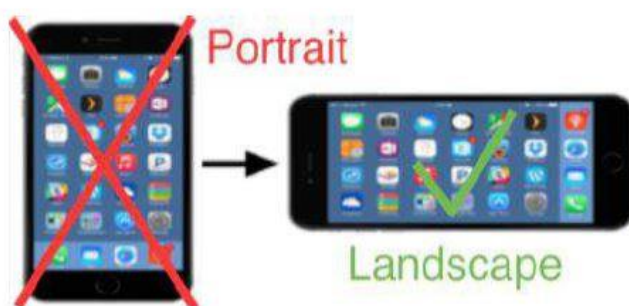
Please see below our general guidelines for self taping. Please always check any specific instructions within each self tape request, as these can sometimes conflict the standard advice. For every single point below, this is always UNLESS INSTRUCTED OTHERWISE. It's important you become familiar with all of the below before a self tape request comes in; these can often be short notice so it's best to practise all of this in advance.

A step by step video encompassing the below tips as well as an example ident & intro can be found here for you to watch and download.

<https://www.dropbox.com/sh/g1fi69gcvphw3wr/AAAE41R36SRMWQm4XlhLpHWka?dl=0>

### SETTING

- Your self tape can be shot on any device including a phone, as long as it's clear.
- The room should be well lit (natural light works best if you don't have a ring light or similar). Do not record in front of a window!
- Where possible, please record against a plain wall/background, not with anything going on behind you/a busy wall, which is going to draw the eye away from your face. Most clients' ideal recommendation for a background colour is nothing too bright or dark, ideally it should be neutral e.g medium blue, grey, cream. White is fine but can sometimes wash out very fair skin depending on the light.
- Use a quiet room without background noise, which isn't a thoroughfare.
- ALWAYS record landscape, never portrait (phone tipped on side like a TV screen and not upright as you would normally use it).



- You should be well presented on camera. We recommend the agency T-shirt/hoodie just because it is neutral, doesn't take the eye away from the face, is easy to chuck on when a short notice self tape request comes in and you don't have to think or worry about what to wear and it's also easily recognisable to our clients. If you don't have one, not an issue, just a plain casual top is fine, as is school uniform. Please avoid messy hair, PJ's, heavy make up, false nails!

### TECHNIQUE

- The person being recorded should be centre of screen and shot around chest up. Not too close where you can only just see their shoulders and not too far away where you start to see their waist.
- Where to look... Being yourself (e.g ident/slate, introduction, talking about yourself etc) – TO camera (looking straight down the lens). Not being yourself (e.g. acting/in character) = OFF camera (looking just off camera). The perfect eye line for off camera is just left or right of the

camera – same level (not higher, not lower). It's very important that eyes don't then flicker to camera. It's also important you don't turn your face away from camera too much (see step by step video).

### IDENT/SLATE

- Unless otherwise indicated, you should always start a self tape casting with your ident/slate. Introduce yourself with your name, age, height and agency (some clients request location or indeed different things, so always check the specific instructions for that casting). Remember this is always TO camera.
- If the client asks for 'profiles' as part of the ident/slate this is where you need to turn their whole body to one side, then the other so the viewer can clearly see their left and right profiles. The following link is a great help, but this is also covered within our step by step video. <https://www.youtube.com/watch?v=1PyISjdwifg>
- If the client asks to see hands, ensure these are shown both sides, held up close to the sides of your face, around 2 seconds either side (see step by step video). Ensure hands and nails are clean.
- If the client asks for a full length body shot as part of the slate/ident, just either zoom out to get full body in or pan the camera down and back up the body (see step by step video).

### ACTING

- If you have script/sides to learn, it is obviously preferable that this is off book (learnt off by heart), not only for the performance but also to show your script learning skills. However, if this is not possible, it is advisable this is held up in the area where you are imagining the person you are speaking to and not seen in shot (perhaps by your reader or on a stand).
- If there are other characters within the script, please ensure you have a reader reading in off camera. They should not be seen on camera at any point. As they are likely to be much closer to camera than the actor, it's important they aren't speaking too loudly which will overpower the scene.
- There is no need for either the actor or the reader to read in any stage directions or other notes within the script – just your lines.
- Avoid an absent reader at all costs, which is where you leave a pause for the lines of the other person as opposed to somebody else reading them in. This makes the whole scene feel awkward and unrealistic.
- Ideally, camera should be on a tripod so the reader can be just left or right of camera to enable you to interact with them, rather than an imaginary spot. Use the reader wisely. Interact with them both during your lines but also theirs. Think about facially responding (naturally!); don't just stand there blankly in between your lines; think about their lines just as much as your own.
- Too much movement is often unnecessary and distracting. Don't worry about the stage directions and trying to do the actions within these, these are generally there just to give context to the scene. No need for props.
- Bear in mind a self tape is generally pretty up close and personal, unless instructed otherwise, the client does not want to see big, over the top, exaggerated movements. The delivery of the lines is much more important.

## DELIVERY

- If you are asked to do a number of different scenes/takes and need to stitch/merge these together to send over as one video, your iPhone or android device will have the option already built in to do this in the video editor section very easily. If not, you can download various free apps on your phone to do this. If doing on a PC, we like to use <https://www.onlineconverter.com/merge-video>.
- Before you send anything over to us, please review it. Sounds obvious, but if you spot anything you aren't sure of or are not happy with (you're worried the camera work is too wobbly, the sound quality isn't great, the delivery of the sides is off etc), please re-do. If you are picking this up, the chances are so will everybody else.
- ALWAYS ensure your video is re-named correctly. This is VITAL. Not doing this or doing this incorrectly may very well result in your video not being viewed at all or being misplaced. Spending time doing a great self tape is completely irrelevant if it is not re-named correctly. If there is no specific instructions within the request email, as standard please rename your video with your full name and agency name e.g. John Smith – Bonnie and Betty. Full instructions are below if you are unsure how to do this.

## PC

1. Go to the video, right click and select 'Rename'

## iOS (Iphone/ipad)

1. Go to the App Store
2. Download 'Files' app
3. Go into photos and select file you wish to rename
4. Select 'save to files' and the option to save will then come up with the name of the video  
Click on the name of the video (this will be currently auto saved as something like 'IMG\_584' etc)
5. The box will then come up to allow you to rename this
6. Click 'Done'
7. Click 'Save'

## Android

1. Go to gallery and find video
  2. Click on the top very right option (3 dots) and select 'Details'
  3. Click 'Edit' and then click on the current name of the video (3850650606.mp4) and rename
  4. Click 'Save'
- Please send all self tapes to us as per the request email. This will typically be via a Dropbox link we will provide, but not always so it's important you only submit this via the method you have been requested to. We cannot accept via other methods other than that indicated. If you have been provided with a Dropbox link, simply click the link to be taken to a Dropbox page where you will upload your video. You do not need a Dropbox account to be able to do this. If asked for 'Your name' on this link, it is important you enter your child's name and not your own. You will be redirected to a webpage to confirm receipt once successfully uploaded. Note: Each file or folder that you upload through dropbox.com must be 50 GB or

smaller. For larger files or folders, use the desktop or mobile apps, which don't have a file size limit.

- Please label you tape with FULL NAME – ROLE – AGENT UNLESS ADVISED OTHERWISE WITHIN THE SELF-TAPE REQUEST EMAIL

#### ADDITIONAL NOTES FOR SELF TAPE REQUESTS

- The directions we have provided you with are all that the client has provided us with. We have no additional information we have not disclosed!
- If your child is required to read the lines of a particular character, unless indicated this will be ALL the lines provided for that character.
- If at all unclear when you come to shoot, just do your best! The client would much prefer to see something rather than nothing and can always ask you to re-jig if interested.
- If the scene is very short/reactions rather than dialogue, ensure your ident is spot on and shows some character!

## MISCELLANEOUS

### **MAILING LIST**

Upon joining, we will add your email address to our parent mailing list. Throughout the year, we use this mailing list to inform parents of upcoming dates for any recommended photographers' shoot days, updates to terms/policies and general agency news. We also use this mailing list if we are casting for a very specific role which we are struggling to cast, in case anybody has any other children/friends/family that may be able to help, so please always share those if you can.

### **BONNIE & BETTY MERCHANDISE**

We have Bonnie & Betty merchandise for sale, which most of our parents buy for their child to use for castings and jobs, and for their headshots.

All of our Bonnie & Betty merch can be viewed and ordered via our online shop [HERE](#)

### **SOCIAL MEDIA**

We try to keep our Instagram updated constantly...please follow us [HERE](#)

We love seeing you guys in action/behind the scenes and sharing these on our Instagram! Whether this be rehearsing or shooting your self tape or attending a booking. We want to see and hear all about it (ensuring client confidentiality is not breached of course!). Please don't forget to tag us @bonnieandbetty so we can re-share.

### **RESOURCES**

The Casting Director's Association YouTube channel is well worth a visit – there is a huge array of step by step guides, Q&A's with some top Casting Director's as well as specific conversations relating to topics such as showreels, self taping, zoom casting, photography casting, screen casting, stage casting and much more. Check it out [HERE](#).

### **INDUSTRY PARENT**

Industry Parent was formed by Bonnie Lia; Founder of Bonnie & Betty, with an aim to furnish parents with the knowledge & skills they may need to best enable their child in the kids model/acting industry, whether they are just starting out, repped or unrepped or just in need of additional guidance or assistance.

You may also wish to check out our new platform [INDUSTRY PARENT](#), which has just launched. Please subscribe to the mailing list on the home page over there and follow the [INSTAGRAM](#).

### **AUDITION READY**

Lastly, we have partnered with [AUDITION READY](#) and highly recommend checking out their app. You'll find a previous [Instagram live](#) we did with Kyle from Audition Ready, in which we talk lots about the [app](#), so do check that out for more info.

We cannot recommend it enough. Once subscribed to the app, you have full access to ALL the content within. This includes dance and musical theatre tutorials including routines from the likes of Matilda, Hamilton and School of Rock, informative videos in the 'Parent Power' section covering getting and working with an agent, auditioning, self taping and much more as well as acting technique lessons covering comedy, building a character and displaying emotion and accent coaching with leading dialect coach Daniele Lydon. Hear from leaders in the game including Layton Williams, David Grindrod, Jane Anderson, Lucy St Louis and Claire Cassidy. There's also lots more exciting content planned for 2025.

To subscribe, simply click start on any video and enter **Agent25** in the discount code box when asked. You will get £1 off the annual subscription cost, currently £14.99.