

Bonnie & Betty

FAMILY

DIVISION

INFO PACK

INDEX

<u>TOPIC</u>	<u>PAGE(S)</u>
Profile Updates	3-4
General Hints & Tips	5-6
Licensing	7
Self Tape Tips	8-10
Miscellaneous	11-13

PROFILE UPDATES

The information and images on your family profile need to be updated regularly as this is what we use to submit you for work, so it must be accurate!

This is particularly important if you have young children, who are constantly changing. Generally, 3-monthly updates are ideal for those with small children, 6-monthly is fine for those with children over 5yrs.

Family Information

Please submit information updates via the 'update' tool in your Bonnie & Betty log in.

Not all information is submissible via the update form - if you have a child who is of pre-walking age, we need to be updated of their activity level until they can walk. The options to choose from are: Sitting Aided, Sitting Unaided, Crawling, Cruising, Walking. Please email this information to administrator@bonnieandbetty.com. Please also let us know via email if a family member becomes pregnant, as we can then consider them for any pregnancy castings. Even if you do not wish to be considered for these castings, we will need to know regarding the change in their appearance.

It is EXTREMELY important that you keep the agency up to date with any changes. This would include anything which could help/affect bookings. This would include appearance changes for any family member e.g. any major haircut/style/colour changes, height/clothing size changes, new family experience to note on file etc. If one or more family members are no longer available to commit, please advise us ASAP so we can assess whether we are able to keep the rest of the family on our books or not.

We use keywords on your profile to easily match your family to any relevant briefs. Therefore, please email to let us know if any of the below become relevant during your time with us:

- Actor (actor parents/adults)
- Model (model parents/adults)
- Couple (for a couple within the family who are happy to be submitted for couple work)
- Experience (if you have previous credits/experience as a family – not individual credits)
- Jewish
- Pet (if you have a pet suitable for us to consider adding to your profile for pet briefs)
- Pregnant
- Breastfed (if you have a baby who is being breastfed)

If you would like to be submitted for abroad work, we will need an image of all family members' passports with at least 6 months remaining on each one. Please note, we cannot submit you for work overseas until we have received this from you. Please send all passports to administrator@bonnieandbetty.com.

Images

These do not need to be professional – clear, current snapshots are absolutely fine. Please upload images for us to consider using via the 'upload' tool in your Bonnie & Betty log in.

Please upload portrait images, as our system tends to crop landscape images so they are not useable! Images with all family members are essential, and we can consider additional images with a mixture of family members (i.e. parents, children, one parent and children etc).

If you would like professional images taken for your family division website/card, our agency photographers FayAndrea do offer family division sessions. FayAndrea are a female duo who shoot from their respective home locations in Southgate, North London & Sevenoaks, Kent. They offer both weekday, school holiday and weekend dates throughout the year at both locations as well as set weekend dates at around quarterly intervals across the year which are solely for Bonnie and Betty which our staff are also present for.

For FayAndrea bookings, please email them directly on fay@fayandrea.co.uk and they can advise on forthcoming availability. Please note they always operate a waiting list due to their popularity so it is advisable to book early to avoid disappointment...they typically have around a 2-3 month waiting list at any one time for holidays/weekend dates (often a little less for weekday term time), so we advise planning ahead for when you will be due shots rather than waiting until the time comes. Please ensure to advise them you are with Bonnie and Betty Family Division, as we have set packages and discounted prices available just for you.

We do have several other photographers we can recommend also, so please get in touch if you would like a full list of other recommendations.

GENERAL HINTS & TIPS

Glossary

Casting/Audition – This is when a client meets you to see what you look like in the flesh. They may want to monitor how you photograph, if children are well behaved, how you mix as a family, how you react to the camera and how confident they are.

Pencil/Option – This is when you have been short-listed for the job and the client hasn't made the final decision yet, but wants to ensure that you will definitely be available for their shoot. They will pencil particular dates, which means you must keep those dates completely free until further notice.

Client – This is the person who deals with organising the model/talent for the job. It could be a Casting Director, Photographer, Photographers' Agent, a Producer or the Shoot Manager from the company itself.

Brief/Casting Breakdown – This is what an agency receives from the client specifying what they are looking for their shoot and then submits accordingly.

Licence – Whenever a child from the age of newborn to the day they officially leave full time education (when GCSE's are completed) 'works', the client is required to organise a licence to legally allow the child to work. This has to be issued by the local education authority where the child lives.

Other Representation

If your child(ren) is registered to another sole rep agency individually, you need to check with them if they are happy for them to be on our family division books. If they do not allow this then unfortunately, we would need to review you as a family if you wanted to stay on minus that child. Please let us know ASAP. We really do not want to find out once you book a job that the other agency will not allow you to do it. We do not work with other agencies on a split commission basis. All jobs booked via us are run through us in their entirety.

Castings

Bonnie and Betty Agency do not deal with open call castings at all, which is when a client simply asks an agency to send along models/artistes of a certain age/criteria without actually seeing them first. All of our castings are by appointment only. This means we have received a brief from our client and have then submitted any appropriate families to them. They have then spent time going through all the submissions they have received from the agency's they have sent their brief over to, and from there selected a number of families they would like to meet for their casting. Therefore, if you get a call from the agency to say you have a casting, this means you have been specifically requested by the client based upon your model card.

Castings are generally rather short notice, most of the time around 24hrs only. This means that you must be generally able and willing to commit to short notice appointments. These will 90% of the time take place in Central London or Manchester, depending on whether you have requested to be submitted for North or South division work, or indeed both. Castings for school age children will normally take place between 4-6pm, families not consisting of school age kids will be cast generally at any time throughout the day. Either way, flexibility is the key. When we send you for a casting you will receive full details (time, address, details of job etc) by email together with a 'Casting Tips'

attachment which will give info on what to expect, what to take, how it is likely to work etc, so always read through this before a casting.

Some clients will pay a casting fee and some won't. If they do, this is always for children only. Casting fees don't apply to adults. Kids casting fees usually tend to be around £18 for a TVC casting and £21.60 for a stills casting. Please note TV and film work do not pay any casting fees at all.

After a casting, the client does not go back to each agency with any feedback, we will simply not hear back at all if none of our models/artistes have been pencilled or confirmed or we will get a call/email to ask to pencil any of our models/artistes for the shoot dates who have been short-listed. Some shoots also have dates for wardrobe calls (to organise clothing for the shoot). With some jobs, normally acting ones, there will also be recalls, which is a second audition when the short-listed families audition again in front of more people who then make a final decision from there.

If your family are then confirmed for the shoot, we will forward all shoot info to you as soon as we get it (although this usually doesn't tend to be until the day before). Photographic jobs will usually either be for a couple of hours, half days or full day bookings. TV/Film/commercial bookings are usually always full days. There are regulations as to how long children can work in a day depending on their age and these will of course be followed by the client. As an adult cannot work as both a model/artiste and a chaperone at the same time, if parents are booked alongside their children on a family job, the client will need to organise a professional licensed chaperone, who will monitor all minor's working hours etc. If you are being featured in a TV commercial, the client will often organise a taxi to take you to and from the shoot from your home, depending on your home location and the shoot location. Clients do not usually cover travel expenses unless they are shooting outside of London/M25 for the South division. For the North division, this will depend on where the shoot is taking place, as they vary much more widely.

Please ensure you respond to any emails/messages we send you quickly and efficiently. Please try and check your emails at least once a day and always have your mobile phone on and within reach!

LICENSING

In order to comply with Government child licensing laws, the agency requires the following for our files for each and every child registered, including those within the family division. This enables us/our clients to instigate a licence for your child each and every time they are confirmed for an assignment which requires a child performance licence. Without the agency holding these documents, your child will be restricted from us submitting them for work.

- 1) A completed Part 2 form per child (we send this to you along with the Info Pack)

Please note that unless your child has worked under a licence before, you should only complete questions 1, 2 & 3, and 4 if of full-time school age, and then 5-9 will be N/A or NONE. The final page is the medical declaration section. You should answer each question with a 'Yes' or 'No'. Please do not leave any questions blank.

- **PLEASE DO NOT DATE AT THE END WHERE ASKED - PLEASE LEAVE DATE BLANK.**
- **PLEASE DO NOT COMPLETE THE FINAL 2 BOXES IN BOLD (UNDERNEATH THE PARAGRAPH 'I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE...' - THIS IS FOR THE APPLICANT (THE CLIENT BOOKING THE CHILD) TO COMPLETE AS AND WHEN APPLYING FOR A LICENCE FOR A PARTICULAR JOB.**

Please send this form to us as a Word document by email or post (email is preferable). We can accept either an electronic signature or a jpg embedded signature (a pasted image of it).

- 2) A copy of each child's birth certificate (please do NOT post us the original!). If you cannot locate this, a copy of your child's passport will suffice. Again, a scanned electronic copy by email is preferable.
- 3) An individual headshot of each child.

Once we receive these documents from you, the agency will email you to confirm receipt. The documents will then be kept on file and sent to your Council with an individual licence application form each and every time your child works on a job requiring a licence.

Please ensure you keep the agency up to date at all times should you move home or your child changes schools or starts a new school as we will need a new part 2 form with the relevant details on there.

SELF TAPE TIPS & ADVICE

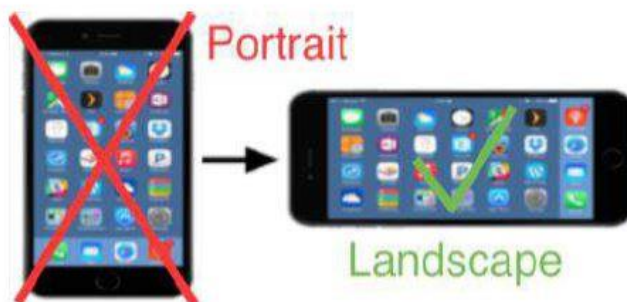
Please see below our general guidelines for self taping. Please always check any specific instructions within each self tape request, as these can sometimes conflict the standard advice. For every single point below, this is always UNLESS INSTRUCTED OTHERWISE. It's important you become familiar with 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).



- It is important you all come across as you are in everyday life – a natural family. Please just wear casual clothing (unless instructed otherwise) and minimal grooming – no heavy make-up or hair styling for the ladies, just simple everyday grooming.

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. These should ideally be done individually for each person and then all merged together afterwards in an edit.
- 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).
- Obviously if a baby/young child cannot introduce themselves then a parent should do this on their behalf. Often within a family self tape, the client will ask you to talk about yourselves or discuss something particular. Please carry out the instructions as per the specific request, noting that this is all about the client just seeing you all on camera and getting an idea for your personalities and character, therefore it is important this comes across well within the tape, rather than a very stiff hi and bye!

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'

This is a step by step video - <https://www.youtube.com/watch?v=LfJYELGeIBY>

- 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. There is no need to add a reference or job name at all, as this link will be for this specific job only. If asked for 'Your name' on this link, it is important you enter your child's name and not your own. **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.**

MISCELLANEOUS

Mailing List

Upon joining, we will add your email address to our family division mailing list. Throughout the year, we use this mailing list to inform you of various agency news. If you do not wish to be included within this mailing list, please email OPT OUT to bonnie@bonnieandbetty.com.

Bonnie & Betty Merchandise

Water Bottles - £5.99

Transparent black 650ml bottle, BPA free, with black screw-on lid and fixed handle, with 'Bonnie & Betty #teambobe' logo in white font. Postage is £3.99

A great option to take to castings and shoots as so many of our clients are now requesting models and artistes to take along their own refillable bottles instead of handing out bottled water.

We have **Bonnie & Betty T-shirts and Hoodies** for sale, which most of our parents buy for their child to wear to castings, to & from shoots, and for their headshot shoots.

All orders need to be emailed to administrator@bonnieandbetty.com with the following:

- *Name of Child*
- *Hoodie or T-shirt Type (see below), Colour and Size*

If you are ordering for one of our agency shoots, please also state the day and time of your child's shoot.

We will then confirm your order and raise an invoice. Once paid, we will post your order out to the address we hold on file via 2nd Class Recorded Delivery. You can also opt to collect from the office or at an agency shoot if you have one coming up.

We have a few different options:

Baby Vests - £10

These are organic cotton with short sleeves and popper buttons to the bottom, 'Bonnie & Betty #teambobe' logo, and come in baby pink or baby blue. They come in sizes 6-12mths and 12-18mths.

Baby T-Shirts - £10

These are organic cotton and come in white with x2 popper buttons to one side of shoulder with 'Bonnie & Betty #teambobe' logo. They come in size 18-24mths. *Please see old stock information below for 3-6mths T-shirts available.*

Kids Unisex T-Shirts - £12

These are standard stretch T-Shirt tops, round neck and short sleeved with 'Bonnie & Betty #teambobe' logo.

They come in white or black with our logo across the chest in sizes 3-4yrs, 5-6yrs, 7-8yrs, 9-10yrs & 11-12yrs.

Women's T-Shirts - £14

As above, these come in sizes XS, S, M and L with 'Bonnie & Betty #teambobe' logo.

Men's T-Shirt - £14

As above, these come in sizes XS, S, M and L with 'Bonnie & Betty #teambobe' logo.

Kids Unisex Hoodies - £18

Pale grey cotton with one through pocket and 'Bonnie & Betty #teambobe' logo.

Women's Hoodies - £20

Pale grey cotton with drawstring on hood , one through pocket and 'Bonnie & Betty #teambobe' logo.

Men's Hoodies - £20

Pale grey cotton with drawstring on hood , one through pocket and 'Bonnie & Betty #teambobe' logo.

Postage is £2.99 for the T-shirts and £5.99 for the hoodies (or £6.99 for combined postage on one of each).



Social Media

We try to keep our social media updated constantly...please follow us!

<https://twitter.com/bonnieandbetty1>

<https://www.instagram.com/bonnieandbetty/>

<http://www.bonnieandbetty.com/child-news>

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! <https://www.youtube.com/channel/UCVEDx3T6K2b-H9bUBkOBDkw/videos>