

**INFO PACK**

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**GENERAL HINTS & TIPS**

Glossary

Casting/Audition – This is when a client meets your child to see what they look like in the flesh, how they photograph, if they are well behaved, how they react to the camera and how confident they are.

Pencil/Option – This is when your child has been short-listed for the job and the client hasn’t had a chance to make the final decision yet, but wants to ensure the child will 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 child 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.

Notes

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 children 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 children 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 children they would like to meet for their casting. Therefore, if you get a call from the agency to say your child has a casting, this means they have been specifically requested by the client who likes the look of them from their model card and/or CV.

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. 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 usually around £18 for a TVC casting and £21.60 for a stills casting. Please note TV and film work does not generally pay a casting fee.

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 children have been pencilled or confirmed or we will get a call/email to ask to pencil any children 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 children audition again in front of more people who then make a final decision from there.

If your child is 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. If your child is being featured in a TV commercial, the client will often organise a taxi to take you to and from the shoot from your home. If you are very far outside of London, they will generally ask you to get a train into London and can arrange a point to collect you from there and take you on to the shoot location. Clients do not usually cover travel expenses unless they are shooting outside of London/M25 for the South division.

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 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!

Please note, children must be chaperoned at all times on any bookings. The client MAY organise a professional licensed chaperone to look after the child(ren) if they would prefer (generally 3yrs+), which would mean simply dropping off and picking up your child – this is down to the client’s preference whether or not they wish to have parents on set but tends to be more for feature film work only than anything else. Generally, for most other bookings, the parent will chaperone. Please note, legally only a parent or a licensed chaperone can chaperone a child on set – older sibling, grandparent, au pair, other family member are not covered. If somebody else looks after your child and you would be wanting them to accompany them on jobs, they would need to apply to their LEA for a chaperone licence, otherwise only a parent or legal guardian is allowed to chaperone their own child without the need of a chaperone licence.

Finally, we have experienced more and more schools recently refusing time off for children, which then means we cannot get a licence for them to do a job as and when they are booked and not only results in the child then losing the job, it leaves the client stuck without a child at the last minute and then also means the child needs to be removed from our books because we can’t get them any work without being able to get time off school. Because of this, we highly advise that you speak to your child’s school beforehand to confirm they are aware your child is registering with an agency and they will need to give permission for time off as and when. Please note, if your school will not give permission, we will be unable to apply for licences for your child and therefore they will not be able to continue with the agency. It is the responsibility of the parents to discuss this with the school, the agency cannot speak to the schools direct.

Any other questions, please feel free to email or call the agency.

**UPDATING**

We cannot stress how important it is to keep the agency up to date with changes throughout the year.

You should update via the ‘update’ button when logged into your child’s profile.

**0-1yrs:**

Snapshots: Every 2 months

Updates Sheet: Once a month

**1-2yrs**

Snapshots: Every 2-3 months

Updates Sheet: Every 3 months

**3yrs+**

Snapshots: Every 6 months

Updates Sheet: Every 3 months

We recommend upon joining that you diarise for the above on a date to suit you, for instance if you have a 1yr old then you may choose to make a note in your diary for the 1st of the month every 3 months. Likewise if you have a 7yr old, you may wish to make a note in your diary on the 30th of the month for updates every 3 months and snaps just once half way through the year. If you measure your child between these periods and notice a change, please feel free to update as sooner. Please do not allow it to go beyond these guidelines without updating, 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.

It is a requirement that all children over 2yrs come to at least one agency headshots shoot per year, recommended twice yearly for smaller children. This is to ensure all headshots on our website are uniform to create a professional website and model card and also so that we get a chance to meet the children at least once a year after we have met them initially for their assessment (or not at all for the small babies!). Our agency headshot shoots are £70 inc VAT per child and take place with Emma Tunbridge in the South and Dom Brophy in the North. We will generally use 5 headshots from this session for your child’s website and model card, and these can also be added to your child’s agency CV and Spotlight if applicable. We will also offer your child a chance to have editorial shots taken to complement their headshots if they are interested in modelling assignments as well as casting work. Our editorial photographers FayAndrea offer various dates throughout the year which will go out on our mailing list and they have a few different offers available, so keep an eye out of those! These are to create more of an editorial modelling portfolio. Please note, these would be used on site alongside the headshots, they cannot replace them.

SNAPSHOT GUIDELINES

In regards to the snapshots required as per above, these should be no more than 5 clear recent head and shoulder snaps; at least 1 shot smiling with teeth and 1 neutral/straight face shot. Just straight on, looking direct to camera. Please ensure we always hold snap showing correct hair length/style, this is extremely important to our clients.

Please note we do not accept other professional photographers’ shots on our website. This is so that all the shots on our site are uniform and keep the website to an overall standard throughout. Any updates sent to us throughout the year; either professional, snapshots or otherwise will be logged into your child’s file which we hold in case a client requests additional images at any point. These will not be added to your child’s website/model card as we keep these solely for your child’s headshots taken with the agency plus copies of shots from work they have done. If you do directly track down any copies of shots of work your child has done, please email these over to [assistant@bonnieandbetty.com](mailto:assistant@bonnieandbetty.com) so we can add to the news page of our website also.

**SPOTLIGHT**

Spotlight is only applicable for actors/actresses aged 4yrs and above, so please feel free to ignore this section if this is not applicable to your child.

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 35,000 performers appear in Spotlight, including actors and actresses, 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. I would say that on average we get around 20 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 child artist section caters for children 4-15yrs old and the young performers section for 16-20yr olds (they do not accept children under 5yrs). Once registered with Spotlight, your child is viewable and searchable by the clients on the website as well as being able to be submitted for any Spotlight briefs for which they match the description. Please note this is for the entertainment industry rather than the modelling industry, so for adverts/acting work only.

Spotlight books are now open all year round and the subscription is for 12 months from the joining date online. The Spotlight fee is £108 inc VAT (Spotlight’s fee of £98 plus a small agency admin fee of £10 inc VAT). **Only** pre-approved agencies and stage schools can apply for a child to join.

**AGENCY CV**

Most of our Casting Director clients for TV and film work require a CV as well as model cards when we make submissions.

As 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 a good CV whilst with us.

Please give us any details of professional jobs in the below format; *Example below*

**Job Type Job Role                       Year Director/Production Co**

**(If you know these)**

TV Commercial Heinz Son                        2017 Dir: Joe Bloggs / Sassy

**Skills**

Please ensure to add in ALL skills for your child in the section where requested when you complete your online registration form and keep this up to date by checking and updating this regularly by logging in to your child’s page and clicking the update button.

It is also handy for us to know what accents your child can do to a high standard (Please note we are submitting your child based on these, so only note any they are confident enough to cast with). You can email these to us and we can add to profile. Please note we may request self tapes to confirm these are good enough for us to submit for castings.

**Accents (to good standard); *Examples -*** Standard London (native), Cockney, RP, Standard American

Please also ensure to email the agency over any copies of shots from previous jobs, whether these be direct bookings or via another agency. These can be considered for your child’s website. If not used on site, they may be kept in an internal file for as and when clients request to see any additional images/previous work.

**AVAILABILITY POLICY**

We require all parents to use the calendar on their child’s website to ‘book out’ any dates which they are not available. We don’t mind what the reason is; it could be anything, not necessarily a holiday. Sickness, birthday party, 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.

We experience various problems on a daily basis with people not being available for castings/jobs having not booked out. This causes lots of problems our end, mainly really annoying the clients when they have gone through such a lengthy process to choose their options to cast/pencil only to find they are not available. Please be mindful when you get a call/email for a casting/pencil etc, lots of work has already taken place behind the scenes, often various submission emails, phone calls, client meetings etc.   
  
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 for which you are unavailable. This is then 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.

**BOOKING OUT**

Please see detailed instructions below explaining how to book your child out on their personal calendars.

Step-by-step guide:

1. Log onto your child’s site using the login details provided at the start.
2. Click on the red ‘manage’ button under availability next to child’s name
3. Enter the dates you wish to book out (unavailable dates) into the boxes. If you are booking out more than one date make sure the box that says ‘*Same as start date’* is unticked. If just booking out individual dates, you can keep this box ticked and don’t need to enter the end date as being the same as the start date. Once you have entered them in click ‘Add’.
4. Please check they are showing in your ‘Unavailability Dates’ list so you know they have been successfully booked out and you can then log out of your child’s page.

Please familiarise yourselves with these steps as you will need to do this for every date your child is unavailable. We cannot emphasise enough the importance of booking out. If you are having any issues, please do not hesitate to contact us.

**LICENSING**

###### In order to comply with Government child licensing laws, the agency requires the following for our files for each and every child registered. 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 working.

1. Completed part 2 form (see download link in your original acceptance email to download a copy of this form).

Please note that unless your child has worked under a licence before, you should only complete questions 1, 2 & 3, 4 if of full time school age and then 5-9 will be N/A. 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 (CLIENT BOOKING CHILD) TO COMPLETE AS AND WHEN APPLYING FOR A LICENCE FOR A PARTICULAR JOB.**

We can accept this by email or post (email with electronic signature is preferable).

2) Copy of your 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.

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.

We also require a GP letter to confirm your child is fit and well (which we can send to you to get signed) **IF** you wish for your child to be submitted for work abroad/overseas. Please note we often get a lot of mainly TVC and other filming work shooting abroad which we cannot submit your child for without a GP letter on file. We also of course assume that if we have a GP letter on file for abroad work both the child and whichever parent would chaperone has a valid passport at all times. Obviously, for any abroad work, the client covers all transfers/accommodation/flights/per diems etc.

**Extra work for TV/Film – Info Sheet**

We regularly work on various high profile TV and feature film productions; providing child and teen extras for various scenes. Our children have had the honour of appearing on the big screen in various major feature films in the past including Les Miserables, Snow White and the Huntsman, Macbeth, Suffragette, Captain America, Cinderella and many more!

These jobs are generally hugely enjoyable and so rewarding for the child to say they have taken part in a major feature film/TV drama! They are however hard work, particularly to the parents having to ferry them around! We therefore like to ensure all parents are fully aware of the implications before agreeing to take part. Please ensure you are understanding of the following:

* Call times for children can be as early 7am. This is not to say it will be this early; we don’t get given the call time right up until the day before the shoot, so bear in mind there is a possibility you may be needed as early as 7am and ensure prior arrangements are made to make this happen. For night shoots, children are legally allowed to work as late as 10pm for children 0-4yrs and 11pm for children 5-15yrs. If the client needs a child later than this, they will need to apply for a night extension. We will make you aware at the time of booking if it will be a day or night shoot.
* Shooting is generally London or Home Counties. The main film studios used are Pinewood (Buckinghamshire), Warner Bros Leavesden (Hertfordshire), Elstree (Hertfordshire), Ealing (West London), Longcross (Surrey) and Shepperton (Middlesex). Outside of this, a lot of shoots happen on location, in which case they will usually be London or Home Counties unless otherwise specified.
* Generally children are worked for the maximum time they are allowed to stay depending on their age. This is 5hrs for 0-4yrs, 8hrs for 5-8yrs and 9.5hrs for 9-15yrs. Once teens reach 16yrs and leave school, they are classed as an adult within the industry. This means there are no time restrictions, they don’t need chaperoning and are paid adult rates.
* Rates for child extras are always set at £55 per day (£65 for night shoots working past 7pm). All rates are subject to 25% agency commission. This generally includes travel expenses.
* The children are always looked after by our agency’s professional licensed chaperones, unless otherwise agreed. This means a responsible adult will be required to drop off and pick up your child at the allotted times. Parents are not permitted to stay with their child during filming and cannot hang around on/around set.
* If your child has changed in appearance whatsoever from the shots on site, please alert us immediately. Even a slight change in hair length (particularly or boys) can make a big difference, as a lot of the period films will book heavily based on length/style of hair due to the era. If they arrive and it is too short, they won’t be able to use them and they will be sent home. We don’t want to waste anyone’s time!

**SELF TAPE INSTRUCTIONS**

Please see below for some general guidelines for self tape requests.

* They can be shot on any type of device including a phone. As long as the room isn’t too dark and the camera is clear, this will be suitable enough for what the casting director needs. Avoid sitting/standing near a window where it may be too bright!
* Try if possible to record the video against a plain wall / background where possible.
* Ensure to record landscape, not portrait (phone tipped on side and not upright).
* Make sure your child is speaking TO the camera and not to someone else in the room.
* Always make sure your child introduces themselves to start with their name, age and agency.
* If the client specifically asks for ‘profiles’ this is a straight on face shot and then your child needs to turn their whole body to one side, then the other so they can see their left and right profiles of them.
* If your child has a script to learn, it is preferable that they do not have their script with them, as it will show off their script learning skills better if they are not reading from it. However if this is not possible or your child is not 100% confident, they are fine to read from the script as the client would like them to come across more confident rather than know all the lines but not be able to do at their best, just ensure this is held done and out of camera if possible and not holding up near the face!
* If your child has lines that need someone else to read in, please ensure this is done off camera so only the Actor who has been asked to self tape can be seen.
* If your child is asked to use a ‘prop’ but you don’t have that prop, use a box or anything your child can physically interact with. Just as this allows the use of the prop to look much more natural that pretending to use a prop that is not actually there!
* Place make sure your child is well presented on camera. Bonnie and Betty T-shirt is best but if not Casual clothing or school uniform is fine but please avoid messy hair, PJ’s, heavy make up etc!
* Lastly, before you send the tape to us, please review it. If you are not happy with it yourself (ie you are worried the camera work is too wobbly, or the sound quality is not great), please re-do. If you are picking this up, this will of course be noticed by our clients.
* Please send all self tapes to us by [www.wetransfer.com](http://www.wetransfer.com) clearly stating your child’s name and the job in the notes box.
* **Any other specific instructions will be detailed in the self tape email request so please make sure this is read carefully and all instructions followed.**

**MISCELLANOUS**

MAILING LIST

Upon joining, we will add your email address to our agency parents mailing list. Throughout the year, we use this mailing list to inform parents of upcoming dates for our agency headshot 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 do keep a regular eye on your emails!

T-SHIRTS/HOODIES

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

We have a few different options as follows:  
  
**Boys/Unisex T-Shirts - £10 kids sizes / £12 adults**  
These are the standard box cut T-Shirts, round neck, short sleeved. They come in black in sizes 3-4yrs to 12-13yrs and also Mens Small & Medium and white in 2-3yrs to 12-13yrs and also Mens Small & Medium.  
  
**Girls T-Shirts - £10 kids sizes / £12 adults**  
These are the more fitted tops, round neck and shorter/capped style short sleeves. They come in black and white from 3-4yrs to 12-13yrs and then also Ladies XS (UK6), S, (UK8), M (UK10) & L (UK12).  
  
**Baby T-Shirts - £10**  
These come in white with x2 popper buttons to one side of shoulder. Sizes 3-6mths to 18-24mths.  
  
**Hoodies - £18 kids sizes / £20 adults**  
These come in grey with pocket to front. Drawstring tie around neck on the adult sizes. They come from 5-6yrs to Ladies & Mens XS, S, M & L.  
  
Postage is £1.99 for the T-shirts and £3.99 for the hoodies (or £4.99 for combined postage on one of each).   
  
**We also have a batch of the white and black boys & girls T-shirts which the printer originally did incorrectly with a smaller logo across the chest and therefore gave to us half price, so we have these for £5 if anyone would like. They are exactly the same, just logo across the chest a bit smaller (you wouldnt notice if you didnt know!).**



FAMILY DIVISION

We have a real families division, which clients often request from when they are casting for real families for various photographic or commercial campaigns. Our family division website is currently being updated and an email will go out on the mailing list once we are accepting new applications.

SOCIAL MEDIA

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

We use Twitter as our main source of keeping parents up to date with all going-ons within the agency! We will tweet all the submissions we are doing, so you can be kept in the loop as much as possible.

<https://twitter.com/bonnieandbetty1>

We also use Instagram to display various work our children have taken part in.

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

We have a private Facebook group solely for our models and artistes. This is mainly used by you rather than us, you can share stories, gets hints or tips from other parents etc etc.

<https://www.facebook.com/groups/79991858663/?fref=ts>

The news page on our website is constantly updated with various work, feedback and details of jobs our children have also been doing.

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