

Bonnie & Betty

INFO PACK

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WELCOME TO BONNIE & BETTY

REGISTERING YOUR CHILD WITH THE AGENCY

Congratulations on your child's offer of a place with the agency.

Please read this Info Pack in full so that you are clear on the commitment required before proceeding. This pack should also answer most of the questions you have; both now and during your contract period. If there is anything you are still unsure of, please email administrator@bonnieandbetty.com and someone from the admin team will get back to you ASAP. Please note that during our intake periods, the admin team is extremely busy and it may take longer than usual to reply to your emails.

Please follow the details in your child's acceptance email for how to accept the place with the agency.

Please refer to Pages 7-8 for an explanation of your Bonnie & Betty login and pages 9-12 for a detailed explanation of the online registration form you need to complete. You can use this as a guide whilst you complete the form.

Our registration period is 30 days, so please prioritise the above being done as soon as possible so that we can proceed with the remainder of their registration within the time assigned.

If your child is 3yrs+ and they don't already have at least 5 current, professional shots; you will need to organise a shoot for them to have a set taken (you can request our Photographers Pack for any current shoots being offered by our recommended photographers). Please let us know as soon as you have a shoot date so that we can make a note of this on your file.

If your child is 4yrs+ and is accepted to the Talent division, they will also be required to become a member of Spotlight. We will email you during your child's Bonnie & Betty registration regarding this. **See Page 6 for full details on Agency Divisions and our Spotlight requirement.**

Once your child's registration with our admin team is complete, Bonnie will check over your child's Bonnie & Betty and Spotlight profiles (if relevant) and will email you confirmation as soon as they are live and their 12-month contract with us has begun. We will commence submissions from this point.

IMPORTANT AGENCY INFORMATION & ADVICE

GLOSSARY

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 accordingly.

Licence – Whenever a child from the age of newborn to the day they officially leave full time education (the last Friday in June of year 11) does a job, the client is required to organise a child performance licence to legally allow the child to work. This has to be issued by the local education authority where the child lives. This is down to the client to organise, although the agency is often asked by the client 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 .

CASTINGS & BOOKINGS

Bonnie & 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 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.

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, be it self tape or live, we will not receive any feedback at first round. We will only hear back after a casting if the client wishes 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, we will forward all shoot info to you as soon as we get it (although this often does not tend to be until the day before).

Photographic jobs can be hourly (min 2hrs), half day or full day bookings. Broadcast bookings 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 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.

It is important that if your child has shot for a brand for which you are exclusively contracted to, you ensure to 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 to look after the child(ren) if they would prefer (generally 5yrs+), which would mean simply dropping off and picking up your child – this is down to the client's preference whether they wish to have parents on set or not. Please note that legally only a parent/legal guardian or a licensed chaperone can chaperone a child on set – an older sibling, grandparent, au pair, or other family members are not able to do so. If somebody else looks after your child and you would potentially want them to accompany them on jobs, they would need to apply to their L.A for a chaperone licence; otherwise only a parent or legal guardian can chaperone their own child without the need of 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.

AGENCY DIVISIONS

Our child agency is split up as following (if your child is 3yrs and under, they are automatically registered to both the model and talent divisions for all types of work, unless you choose to opt out):

- **Model Division** – modelling and/or stills (photographic) work only. This could be advertising stills as well as more typical modelling campaigns
- **Talent Division** - commercials/adverts and other similar e.g. video. This could also include non-featured TV/Film work

If your child is 4yrs+ and is accepted onto the Talent Division, they **MUST** have a valid Spotlight profile throughout the contract period. We are unable to have anybody on the talent division who is not live on Spotlight, due to the way the submissions are made. Please see the Spotlight info page for full details about what this entails.

- **Acting Division** - TV/Film/Stage. By invite/audition only (5yrs+).

ALL children also have the option to opt in or out of the **Extra's/Supporting Artiste Division** (supporting artiste/crowd work; this is generally within TV/Film productions, sometimes also commercials). Please see the extra work info for full details on this division.

You can also opt in or out of **Abroad work** - shoots taking place overseas within their appropriate divisions.

To be submitted for briefs which are shooting overseas, you must let us know by ticking the 'Abroad' submission box on your child's online form or emailing administrator@bonnieandbetty.com. Please only tick this box if both the child and a parent/guardian hold a valid passport to travel, with at least 6 months remaining until expiry. If you would like your child to be submitted for abroad work, please email an image of your child's passport for us to hold on file. If either passport expires before a renewal is received, please ensure to notify us so we can update your child's file accordingly and are not submitting them for abroad assignments in the interim. For any work taking place overseas, the client will always covers all transfers/accommodation/flights/per diems etc.

For children aged 4yrs+, the division(s) your child has been accepted to will be detailed within your acceptance email.

YOUR BONNIE & BETTY LOG IN EXPLAINED

When you log in to your profile, your page view will be set out as below. If you have more than one family member registered with the agency, they will all be listed under the same log in.

Please note, if you have more than one child registered on our books, they will automatically be set up a sibling profile under our family division (unless you are already joined as a family). This means that we can submit them for any relevant sibling briefs. **See page 12 for more info on sibling/family profiles.**

The screenshot shows the user interface for a Bonnie & Betty profile. At the top, there is a dark navigation bar with the logo 'Bonnie & Betty #teambobe' on the left, and 'my account' and 'logout' on the right. Below the logo are navigation links: Home, Search, News / Clients, Apply / Join, Children, Adults, Families, and Chaperones & Tutors. The email address 'agency@bonnieandbetty.com' is also visible. The main content area starts with a greeting 'Hi XXXX and XXXX' and 'My Lightboxes'. Below this, it says 'You are logged in as h' and shows a table with columns for Lightbox Name, Created, Photos, and Delete. A red 'Search Children' button is present. The 'My Models' section contains a table with columns: Name, Live, Last update, Update Details, Availability, and Photos. The table lists three entries: Child 1, Child 2, and Family, each with a red 'update' button in the Update Details column and a red 'upload' button in the Photos column.

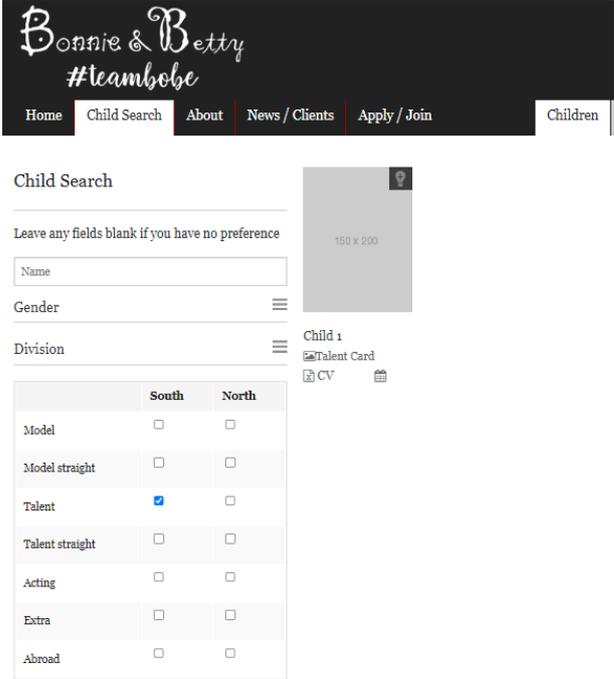
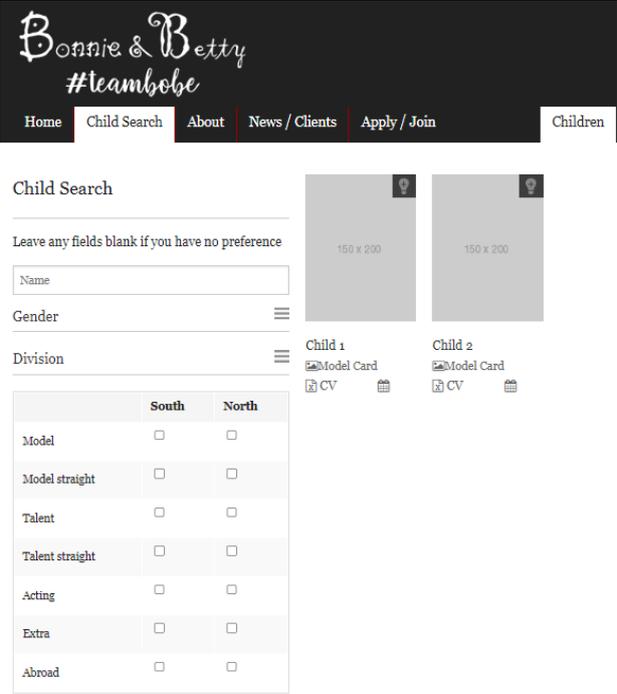
The 'Update' button is where you submit your child's initial online registration form after being accepted to the agency. This is also where you will submit your child's profile updates throughout their contract. **See pages 9-12 on Updating Profile Information.**

The 'Upload' button is where you submit your child's images for us to create the cards that our client's will view. **See page 13-15 on Updating Images and Image Requirements.**

Name	Live	Last update	Update Details	Availability	Photos
Child 1	Yes		update	manage	upload

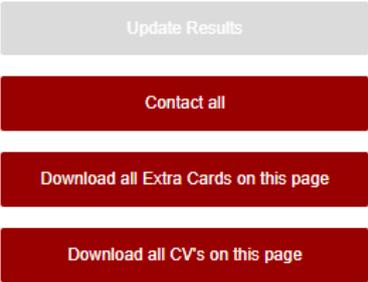
Once a profile is live, the 'Manage' button will appear under the Availability column for you to enter all dates that your child is unavailable for castings and shoots. **See page 18 on our Availability Policy.**

Once your child’s profile is live, you will be able to view their Model, Talent and/or Extra cards (if relevant) which are sent out to our clients. To do this, click on the ‘Search Children’ button (shown on previous page) and this will take you to the website search function (although only your own child(ren) will be viewable to you).



The Model card is automatically viewable, and you can use the tick boxes on the left to view their Talent and Extra cards (if applicable).

Depending on what images we have of your child, the different cards may display exactly the same images, or they may display slightly different ones. For example, we may include images from a job your child has done on their Model card. However, we would need up-to-date and natural shots for their Extra card. **See pages 13-14 on our Image Requirements & Examples.**



You can view their full website profile by clicking on their thumbnail image, and you can download their card(s) by clicking underneath the thumbnail or clicking on the Download button (shown here) at the bottom of the screen page.

You can also click to ‘Download CV’ within the same area.

ONLINE REGISTRATION FORM & UPDATING PROFILE INFO

The 'Update' button is where you submit your child's initial online registration form after being accepted to the agency. This is also where you will submit your child's regular profile updates throughout their contract.

The online form must be completed in one session, so as soon as 'Update' is clicked, you must go through the form and click 'Submit' at the end (even if there are no changes to be made). If this isn't done, an incomplete form is registered on the system which we must decline. You will receive an email notification of this happening, at which point you can log in and submit another form if you need to.

Once a form is submitted, the 'Update' button will be locked until our admin team review and accept it. This can take up to 10 working days. You will receive an email confirmation as soon as the form has been accepted.

We cannot stress how important it is to keep the agency up to date with changes throughout the year! This includes their height and measurements, clothing size, allergies, moving home or school and new skills information. 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 information are as follows:

0-23mths: Every 1-2 months

2yrs+: Every 3 months

We recommend upon joining that you diarise for the above, but if you measure your child between these periods and notice a change, please feel free to update sooner. Please do not allow it to go beyond these guidelines 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.

Division Tick boxes

When submitting your child's initial online form for their registration, you will be able to tick boxes for the areas of work you would like them to be submitted for. Please note that we may change these tick boxes, for example, if your child has not been accepted for a certain Division or if we do not yet hold their passport image for Abroad work.

The 'straight only' boxes refer to jobs whereby the client casts directly from their model site (so you will not need to attend a casting before being confirmed for the job). This may apply, for example, if you are based in the North and registering for divisions within that area but are also able to travel for confirmed bookings in the South area and would like your child to be submitted as such. You cannot register solely for 'straight work only'.

Type of work	South	North
Modelling All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modelling Straight Only	<input type="checkbox"/>	<input type="checkbox"/>
Commercial All	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commercial Straight Only	<input type="checkbox"/>	<input type="checkbox"/>
Acting	<input type="checkbox"/>	<input type="checkbox"/>
Extra work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abroad	<input type="checkbox"/>	<input type="checkbox"/>

Parent Names

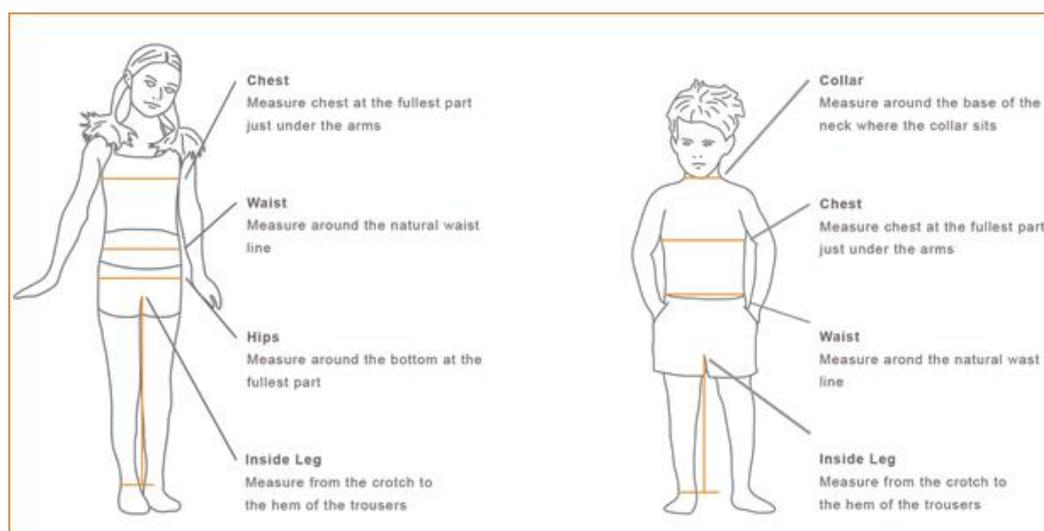
If both parents are being included as points of contact for us on your child's profile, please include both names in full, along with the correct assignment (Mr/Mrs/Miss etc)

Ethnic Origin

Please specify your child's exact ethnicity/parentage in the box provided. Please specify country(s) of origin, for example, Bajan rather than Caribbean / Ghanaian rather than African / Pakistani rather than Asian. If your child is of mixed heritage, please specify both parents' ethnicity as above.

Measurements

Please measure accurately in CMS not INS. 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).



Shoe Size

Please include this even if your child is under 1yrs and has not yet worn shoes. You can measure your child's foot and look online for the relevant UK size if you're not sure what it would be.

Adding Skills

This is a very important part of your child's online profile as having as many skills listed as possible maximises your child's potential for work. Obviously, please don't list something that your child cannot do well. Bear in mind, if a skill isn't listed, we will assume they cannot do it and they will not be submitted. For example, for a commercial where this is a swimming pool scene, we would only submit children who have 'swimming' listed as a skill.

Please note these 'skills' are age-relevant, so even if your child is learning, please still list the skill on their profile. For example, you may list them as basic in swimming with a note that they wear armbands. Or you may list them as basic cycling with the note that they use stabilisers. When they then stop using stabilisers, you may decide to update this skill to intermediate with the stabilisers note removed. Please include notes alongside the skills of any grades achieved, relevant teams or classes etc. Our admin team will decide whether the notes are relevant to keep on file or not.

For dancing skills, please include a note of what grade they are in the specific dance skill(s) you add or, for example, if they attend a school/baby ballet. Alternatively, please note if they are self-taught.

If you add singing and/or rapping, we will request a self-tape so that we can make sure we submit them for briefs we deem appropriate to their level.

For some performance skills (musical theatre for example) we require experience and/or training to have it listed on your child’s profile. Please include such information if adding one of these skills. For example: the musical theatre classes they attend or the voiceover job credit they have.

To add a skill within the online form, start typing the skill in the box (as seen here). A dropdown list will then appear where you can select the relevant skill.

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Type a skill and select from the presented list:
(NB: If your skill is not available, please email administrator@bonnieandbetty.com to request this to be added to our pre-determined list)

- Medieval Sword Fighting
- Swashbuckling
- Swedish
- Swimming
- Synchronised Swimming

Once selected, a table will appear where all added skills can be seen. Here you can change the skill level and write any notes that you think are relevant.

Type a skill and select from the presented list:
(NB: If your skill is not available, please email administrator@bonnieandbetty.com to request this to be added to our pre-determined list)

Your Skill	Level	Note	Delete
Swimming	Intermediate ▾	Level 4	delete

When registering your child, we will send you our full skills list as a point of reference for you to check all that are available to add to your child’s profile. This document is also available upon request at any time. Some of the skills listed are only relevant to those with our Adult Agency, but our Admin team will remove any where this applies.

Native Accent

Please list your child’s native accent. If your child has an area-specific accent, please list as such. E.g. Liverpool, Manchester, Essex etc. A home counties accent can be listed as English Standard or London. Please note that an RP accent is not the same as an English Standard accent.

We also need to know if your child can do any additional accents to a good standard (please note we are submitting your child for jobs based on these, so only note any they are confident enough to cast with). You can email these to the admin team and they will add to your child’s profile. Please note we may request self-tapes to confirm these are good enough for us to submit for castings.

Teeth

We no longer require details of missing teeth/gaps, as our bookers will request this information if relevant upon sending a casting/self-tape request. We do need to know if your child wears a permanent brace, or if they stop wearing one at any point. Any smiling images will also need to be updated with a change in wearing a brace too.

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.

Address changes must be submitted via the ‘Update form’ on your child’s profile. Once we have received your update, we will email you the Part 2 form that will need to be edited with the new details.

If your child starts or changes full-time school (from reception to year 11) or becomes home schooled, please email administrator@bonnieandbetty.com, and we will email you the Part 2 form that will need to be edited with the new details.

SIBLING PROFILES / FAMILY DIVISON

If you have more than one child registered with the agency, we will automatically create them a sibling profile under our Family Division, so that we can submit them for any relevant sibling briefs.

When you submit an info update for their individual profile, the information will automatically sync to update their sibling profile too. You will need to upload images for the sibling profile separately.

If you are registered to our Family Division, any family members who are not individually registered with us will need to update their info via a family profile update form. Family members who are individually registered will have their info synced from their personal profile update form.

We do not require professional images for a family/sibling profile (**please follow our tips for taking snapshots at home on page 14**) but they do need to be taken in portrait orientation. This is due to the way that our system crops in portrait, which can leave people's faces cut out if taken in landscape! Please see some good examples below:



UPDATING PROFILE IMAGES & IMAGE REQUIREMENTS

The images on your child's site and model card(s) need to be of high quality as these make up the first impression that our clients have of your child. When you upload images via the tool in your log in, they will join a queue to be reviewed. Please allow up to 15 working days for an image upload to be processed and you will receive an automated email once complete. This is when you can log in to see your child's new card(s).

The system allows you to upload up to 30 images at a time and we recommend uploading at least 10 images when updating your child's images so that we have a good range to choose a final 5 from.

If we do not have enough images to choose a final 5 from or the images are not of good enough quality, we will email you to upload more images. Please note, this will delay your child's site/card(s) being updated.

The requirements for updating your child's images are as follows:

'Snapshots' are images that you have taken at home. 'Headshots' are a set of professional images.

0-11mths: Snapshots every 2 months.

1-2yrs: Snapshots every 3 months.

We will always consider using any recent professional images you have had taken of your 0-2yr child so if you have had some taken, please do upload them for us to review. The reason we don't recommend having professional images taken for 0-2y children solely for the purpose of their B&B profile is because these will not remain on there for very long (due to them changing so often and requiring more regular updates) so it would become a very expensive habit to keep up!

3yrs+: Professional Headshots annually. Snapshots every 6 months (for us to monitor their appearance and for use on their Extra/Supporting Artiste Division card if applicable).

Your child's images must reflect their current look, so if they have had a significant change – hair style/major cut, brace fitted/taken off – this needs to be updated on their card. Please upload some good quality snapshots ASAP and let us know when we can expect an update on their professional shots if 3y+.

Copies of Work

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, and therefore if you manage to directly track down any copies of work, please send them on to us so that we can consider using them on site. Please upload images via the tool in your Bonnie and Betty login or email any broadcast work to administrator@bonnieandbetty.com.

SNAPSHOT ADVICE & EXAMPLES

0-2yrs

- Preferably upload 10-20 images at a time for us to choose a final 5.
- 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 don't crop the images yourself as we will do that for you.
- Please include a few full-length shots. Can be laid down, sitting, or standing dependant on their activity level.



3yrs+

We strongly recommend having a set of professional headshots for those who are 3y+. We do require an update of their look every 6 months via a set of snapshots. We also use snapshots as an unedited representation of their look for their Extra card (if they are signed up for Extra work). Here are two good Extra Card examples for your reference.

- Preferably upload at least 10 images at a time.
- Facing the camera.
- Plain background.
- Please include images taken from the waist up so that we can crop these to be headshots.
- Include full-length images (uncropped so that we can crop).
- Include neutral, smiling, and smiling with teeth images.



PROFESSIONAL IMAGES & RECOMMENDED PHOTOGRAPHERS

Before booking, please request our current 'Photographers' document which contains full information on all our recommended photographers, including any package, contact and availability info we already have to hand.

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. We require at least x5 images on site and for your child's model/talent card.
- 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 in order 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 agency, we would not advise editorial imagery and likewise, would usually recommend more editorial imagery if you are just registered for the model agency. If you are registered to both, we will create x2 different cards for your child; one for the model agency and one for the talent agency and Spotlight.

SPOTLIGHT INFORMATION

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

Please note all children on our Talent and/or Acting 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 model and/or talent division(s), but would now 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 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. There will also be a tick box option for if your child requires the disability discount to be applied (Please note: the full payment amount will appear on the application form, but Spotlight

apply the discount during their next step process). **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

Most clients for TV/film work require a CV as well as a card when we make submissions.

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:

Job Type	Job	Role	Year	Director/Production Co
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.

E.G.

March 2023: LAMDA – Musical Theatre Grade 2 Solo (Merit)

Jan 2022: Ballet Grade 5 (Distinction)

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

June 2019: The Shed Acting Workshop

2018 - Present: Stagebox – Tap & Ballet

2017 - 2018: Dance Tots – Tap, Ballet & Jazz

Ident and Acting Self Tapes

Clients constantly comment on how hard it is to select somebody for an initial casting simply from a few headshots. 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.

We will also request an acting piece (monologue or duologue) for those on the Acting Division.

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 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.

How to Book 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 your 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 us submitting them for work.

1) Completed Part 2 form (we send this to you upon receipt of your signed T&Cs)

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 from reception to year 11), 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 back to us as a Word document by email or post (email is much more preferable). We can accept either an electronic signature or a jpg embedded signature (a pasted image of it). Note, just typing your name in the signature box is not acceptable!

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 for some LEAs. 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.

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, Matilda the Musical, Captain America, Cinderella, Beauty and the Beast, No time to Die and many more! TV credits include The Crown, Bridgerton, The Nevers and House of the Dragon amongst others.

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, there can be a lot of waiting around off set for the kids and also for the parents having to ferry them around for little earnings. 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 for Southern work. 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. Travel expenses will typically be set (from the Film Artistes Association) based on the location of the shoot and not the location of the artiste (e.g. set amount for zones 1-3, another for zones 3+).
- 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.
- It is common for your child to be asked to attend a costume fitting before a shoot. This will generally be after school on a date confirmed before the shoot. This is to ensure the costume is made / fit correctly ahead of the shoot day. Fittings generally take around an hour. Fitting fees will apply. Please do let us know if your child has had a hair cut at the fitting, as an additional fee would be applicable for this.
- Rates for child extras are usually set at approximately £75+ per day. All rates are subject to 25% agency commission.
- It is very important you flag to us if there have been any changes for your child immediately upon being availability checked/pencilled for a shoot (braces fitted to teeth, hair changes, size changes etc). Please also ensure your child does not get a hair cut before a shoot once pencilled. Finally, it is very important you flag to us if your child looks different from their shots on their profile, as this is what the client will be booking based on.
- Children aged 5yrs and over are usually 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.

- Please ensure you don't leave home to travel down to a local area in preparation for the shoot until we have sent you confirmed shoot details. This is because we may be waiting on the licence to come through, there may be specific clothing requirements to bring along or details may be changing last minute.
- Please note, you will be liable for the £50 child performance licensing fee IF you pull your child out of the job once the licence has been applied for.
- Please note, you will be given a scheduled wrap time for each shoot, so unless you hear otherwise from either the agency or chaperone, please arrive back at the drop off point promptly to pick your child up at this time. If there is a change, the chaperone(s) will be in touch, so please ensure your mobile phone is kept on and in sight at all times. Filming schedules are always very much TBC, depending on how the day goes. Please note this time could be drastically different so you do need to be FULLY available all day to pick your child up in case of changes and preferably no more than an hour or so away.

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

SELF TAPE TIPS & ADVICE

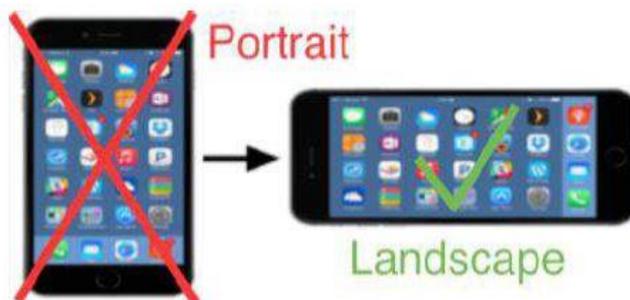
Please see below our general guidelines for self taping. Please always check any specific instructions within each self tape request, as these can sometimes conflict the standard advice. For every single point below, this is always UNLESS INSTRUCTED OTHERWISE. It's important you become familiar with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

FAMILY DIVISION

We have a real families division, which clients often request from when they are casting for real families for various projects, including photographic work, commercials, TV/film. Please keep an eye on the mailing list for when they will next be re-opening.

BONNIE & BETTY MERCHANDISE

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

We also have **Bonnie & Betty Water Bottles** which are 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.

All of our Bonnie & Betty merch can be viewed and ordered via our online shop in the link below:
[SHOP | Industry Parent](#)

SOCIAL MEDIA

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

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

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 live casting/recall/wardrobe/fitting/rehearsal/shoot! We want to see and hear all about it (ensuring client confidentiality is not breached of course!). Please don't forget to tag us on Instagram so we can re-share within our stories.

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>

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 £8.99. This will be going up to £14.99 on 1st Feb 2025.