

Bonnie & Betty

INFO PACK

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GENERAL INFORMATION & ADVICE

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 (the last Friday in June of year 11) '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. This is down to the client to organise.

Spotlight is a great source of general information, tips and advice about the 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.

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 will not. 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 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. This 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 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!

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

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 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 but tends to be more for feature film work than anything else.

Generally, for most other bookings, the parent will need to chaperone. Please note that legally only a parent or a licensed chaperone can chaperone a child on set – older sibling, grandparent, au pair, or other family members 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 can chaperone their own child without the need of a chaperone licence.

SCHOOL PERMISSION

Finally, we have experienced more and more schools 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. This results in the child 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.

AGENCY DIVISIONS

We have now split our Model Agency and Talent Agency to enable us to cater more specifically for each of the divisions. This means that as we now take on new children and renew current contracts, we will advise whether we are offering a contract for the divisions as follows.

(Please note if your child is aged under 4yrs, they are automatically registered to both the model and talent divisions for all types of work, unless you choose to opt out.)

- **Model Agency** - modelling work only, generally this would always be stills but could include events/catwalk etc.
- **Talent Agency** - commercials/adverts and other similar e.g. video. This could also include non-featured TV/Film work as well as photographic advertising.

Please note that if you are accepted onto the Talent Agency, you MUST have a valid Spotlight registration throughout the contract period. We are unable to have anybody on our Talent Agency who is not listed 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 Division** (supporting artiste/crowd work; this is generally within TV/Film productions). Please see the extra work info within this Info Pack for full details on this division.

You can also opt in or out of **Abroad work** - shoots taking place overseas within their accepted 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 1 parent hold a valid passport to travel, with at least 6 months until the date of expiry. If you would like your child to be submitted for abroad work, please also email an image of your child's passport showing at least 6 months until its expiry 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.

Obviously, for any abroad work, the client covers all transfers/accommodation/flights/per diems etc. There is a different process for child performance licence applications when a child is shooting overseas, so further documentation for these would be sent to you if required.

Which division(s) your child has been accepted for will be detailed within your acceptance email.

To view your child's Model card and/or Talent card which is sent out to clients, once logged in, click on the 'Search Children' button and this will take you to the website search function (although only your own child(ren) will be viewable to you). Click on 'Categories by location' and this will expand a drop-down list of boxes. Select the Modelling box to produce their Model Card which can then be downloaded by clicking on this (underneath their thumbnail main shot) and/or select the Commercials box to produce their Talent Card which can then be downloaded in the same way. You can also click to 'Download CV' within this area and finally, you can view their full web page by clicking on the thumbnail which will open up to their full website profile to view.

UPDATING INFORMATION AND IMAGES

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, teeth gaps, moving home or school and new skills information.

You should update your child's details via the '*Update*' button when logged into your child's profile.

To be accepted by our system, '*Submit*' must be clicked at the end of the form (you cannot leave the form and come back to it later).

As of October 2020, your child's **image updates** are no longer to be sent to us via WeTransfer. When you login, as you do currently to update details, there is now an area to also submit your photos. This is a much more efficient tool, as you can upload up to 30 images all together very quickly and easily. These then go straight into our approval queue. Please allow 15 working days for us to process them. If we do not end up using these on site, they will be stored in your child's internal folder for clients to peruse when they request additional shots.

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

0-1yrs

Images: Every 2 months
Updates: Every 1-2 months

1-2yrs

Images: Every 3-4 months
Updates: Every 3 months

3yrs+

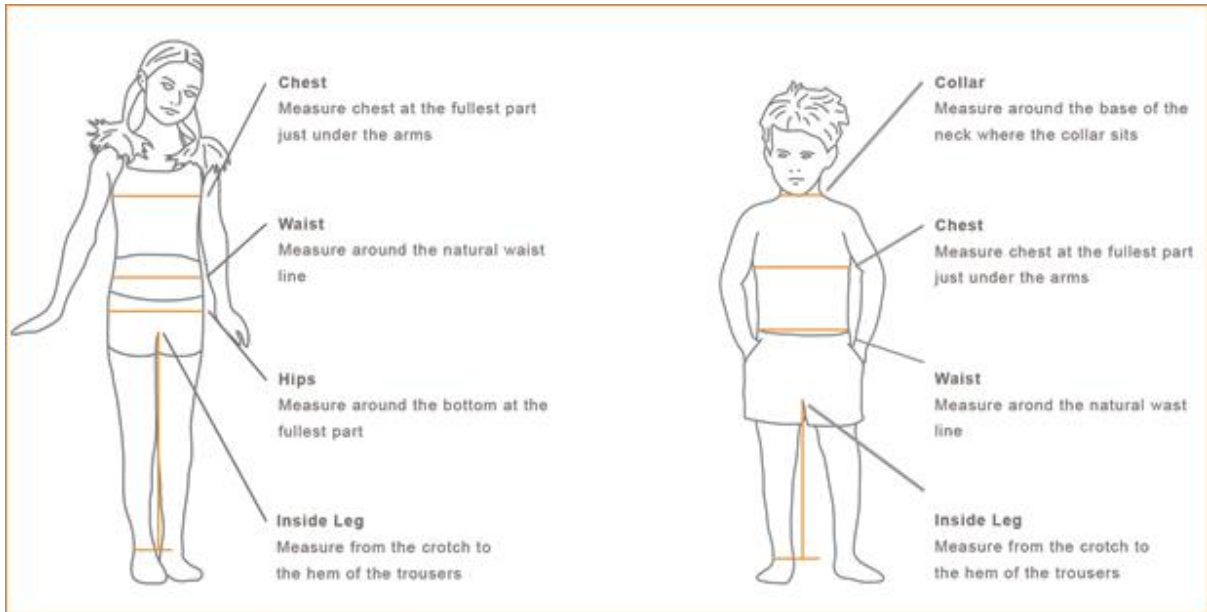
Professional/High Quality Headshots: Annually
Snapshots (from home): Every 6 months
Updates: Every 3 months

Please see Page 8 for Image Requirements

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. 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, the chances are your child would have grown within this time and would therefore be missing out on jobs which they could be submitted for. Please also ensure to send snaps in between full update shots if there is a change in between e.g. missing baby teeth/new set of adult teeth, braces, hair style change/major cut etc etc.

Measurements

Please measure accurately in cms, not inches. 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).



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 required to submit your child for work.

Address changes can 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 completed with the new details.

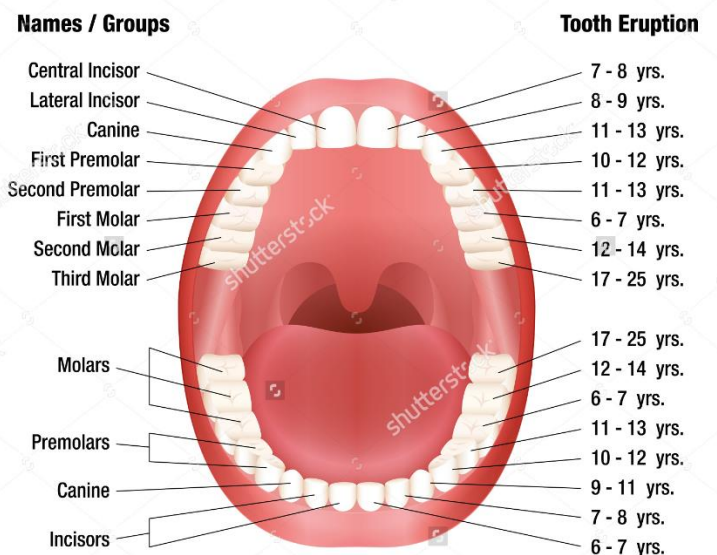
If your child starts or changes full-time school (from reception to year 11) or becomes home schooled, please email administrator@bonnieandbetty.com, and we will email you the Part 2 form that will need to be completed with the new details.

Missing Teeth

It is important that we know of any current gaps in your child's teeth, as it could be relevant to a client or brief. Please note, this is not relevant to babies waiting for their milk teeth!

When reporting missing teeth on the Update form, please specify which teeth are missing – see image pasted here.

We need to know top/bottom, left/right and which tooth it is. For example, *top right lateral incisor and bottom left canine*.



PHOTOGRAPHY AND IMAGE REQUIREMENTS

Our photo policy includes high quality images taken at home, which offer more freedom within the photo selection on site, as well as enabling parents not to have to pay out for professional headshots if they do not wish to. That said, we still of course need to maintain a high standard of imagery on our website and model cards, and therefore all photos submitted will be subject to a review process before we use any shots. Any photos, whether these be snapshots or professional, which we deem to be unsuitable, will not be used on site.

Our agency photographers for all divisions are FayAndrea (for both headshots and editorials) and we strongly recommend using them where possible. 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 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, as we have set packages and discounted prices available just for you.

We advise that those on our Talent Agency (including acting division) get professional headshots updated annually. These should ideally be unretouched/minor retouching if necessary. These shots will also be used on their Spotlight page.

We recommend slightly more editorial/fashion-based imagery for those on our Model Agency, as opposed to just traditional headshots.

FayAndrea have Bonnie and Betty packages available which cover either or both divisions.

If in doubt, drop Bonnie an email before booking in for shots and she can advise what sort of style imagery would be best suited to your child, depending on their look and the type of work we are likely to be aiming for.

If you wish to use an alternative photographer, other photographers whose work is already approved for use on our site are as follows (alphabetical order). Please contact them direct for info. You should be able to see copies of all their work on Instagram/website to get a feel for their photography style.

They are based all over England.

- Anna Salek - salek.anna@gmail.com
- A P Wilding - apwildingphotography@gmail.com
- Danann Breathnach - danannbreathnachphotography@yahoo.com
- Jodie Camilla Photography - jodie@jodiecammilla.com
- Little Bee Studios - hello@littlebeestudios.co.uk
- Lilly K Photography - isa@lillykphotography.com
- London Made Photography - info@londonmadephotography.co.uk
- Lumosia (www.lumosia.com – book online)

- M G Photography - mgphotographylondon@gmail.com
- Picture Me Photography - claire@picturemephoto.com

If using another photographer not listed, please bear in mind:

- We cannot guarantee that the photographs will be accepted for the website until we view them. We must ensure our standards are kept high.
- Headshots for talent division should IDEALLY be shot on a white/grey/plain light background, to ensure we keep the website looking as uniform as possible.
- 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 2 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.

Copies of Work

We chase most of our clients for copies of work, however if you directly track down any copies of shots from work that your child has done, please email these to administrator@bonnieandbetty.com so that we can add them to the news page section of our website. You will also need to upload them via the online system for us to consider them for use on your child's site. A lot of clients, particularly those who book very regularly, unfortunately cannot send us copies each time as they are shooting so regularly it would be impossible, so always keep an eye out!

If your child has just joined us and you have copies of any previous work, please ensure to upload these online along with their other shots upon joining. For any shots we don't use on their website/model card, we also create an internal file for them to be referred to as and when clients request additional images.

SPOTLIGHT

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 agency (including the acting division) MUST be registered to 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, which would make it pointless.

If your child is already with us 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 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. 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 4-25 yr olds. 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 £116 inc VAT (Spotlight's fee of £106 plus a small agency admin fee of £10 inc VAT). There is a 50% discount offered by Spotlight to anybody with a registered disability – please advise when applying/joining Spotlight if this is the case. Only pre-approved agencies and stage schools can apply for a child to join.

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.

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.

If they 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 we can add these to Spotlight when we set the page up.

Example below

Job Type	Job	Role	Year	Director/Production Co (If you know these)
TV Commercial	Heinz	Son	2017	Dir: Joe Bloggs / Sassy

Skills

Having as many skills listed as possible will increase the number of briefs that your child can potentially match. Therefore, it is very important to add all relevant 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.

Please include the skill level (beginner, intermediate, advanced) that your child is at for their age. Please use the 'Notes' section of the skills table to list any relevant training details or the grade/level they have attained in that skill.

With singing, we require a self-tape to assess skill level accordingly, so we can be sure we are submitting them for appropriate assignments. We will therefore remove this skill if you input this without sending us a tape and will request you to email a singing self-tape of around 30 seconds to Bonnie (bonnie@bonnieandbetty.com) to be assessed. We will then add the skill back in if appropriate, with the skill level we deem correct.

We also need to know what accents your child can do 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 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

If your child has Spotlight, we will need to know training details for any performance skills they have i.e. dancing, singing, musical instrument, acting etc. Please list lessons, workshops and grades achieved in the following way and email them to administrator@bonnieandbetty.com :

E.G.

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

January 2020: Ballet Grade 5 (Distinction)

2019-Present: Stagecoach – Singing, Dancing, Acting

June 2019: The Shed Acting Workshop

2018-Present: Stagebox – Tap & Ballet

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

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 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. 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 deal with several briefs a day which are shooting abroad/overseas, therefore we will submit your child for these assignments IF you have ticked the abroad work on your online registration form/updates. Please only do this if both child and 1 parent holds a valid passport to travel. 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. Obviously, for any abroad work, the client covers all transfers/accommodation/flights/per diems etc. We no longer require a GP letter for abroad work – the courts now accept a parent medical form, which we will send you as and when we need to apply to the courts for an abroad licence (these are not applied for to your council in the same way as a job shooting in the UK).

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, The Kid who would be King, Captain America, Cinderella, Ready Player One, Maleficent and many more! TV credits include The Crown, Bridgerton, The Nevers, Small Axe and 24; Live Another Day and 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:

- Until further notice, most productions (around 95% at present) are requiring a clear PCR (not lateral flow) before each date the child is requested, including any fitting/rehearsal dates around 24/48hrs beforehand. These are mostly on site with the client and they will not allow own covid tests to be organised. Please take this into consideration when accepting any pencils/confirmations, as it's very likely your child will be needed 1-2 days before each fitting and shoot date to attend site to be Covid tested alongside all other dates.
- 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. Most clients only pay travel expenses if the shoot location is more than 45 miles outside of the centre of London (Charing Cross) regardless of where each individual is travelling from.
- 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.
- Please note, it is very 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. These are to ensure the costume is made / fit correctly ahead of the shoot day. Fittings generally take around 30 mins. The fee for this would usually be £18. 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 (£12.50).
- Rates for child extras are usually set at approximately £60 per day (£65+ for night shoots working past 7pm). All rates are subject to 25% agency commission. This generally includes travel expenses.
- It is very important you flag to us if your child has had a brace fitted, please do flag to us immediately upon being pencilled in for a shoot if we don't already have this down on file.

Please also ensure your child does not get a hair cut before the shoot once pencilled. Finally, it is very important you flag to us if your child looks different from their shots on their profile upon pencil/booking in.

- 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.
- 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 for 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!
- Please ensure you don't leave home to travel down to a local area in preparation for the shoot until we have sent you the actual shoot details. This is because we may be waiting on the licence coming through and also, there may be specific clothing requirements to bring along. If in doubt, please check.
- Please note, you will be liable for the £40 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 and download 'Files' app if you don't have it already.
2. Go into photos and select file you wish to rename
3. 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)
4. The box will then come up to allow you to rename this
5. Click 'Done'
6. 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.**

GENERAL ZOOM CASTING TIPS & INFORMATION

- ✓ Make sure you have downloaded the Zoom app and checked your camera and microphone before the meeting.
- ✓ Ensure you are on your preferred device and logged on 10 minutes just before your time slot to ensure you don't miss the start of the meeting. Where possible we would suggest using a laptop/PC rather than a mobile phone for better quality and interaction.
- ✓ Ensure the name is set as the person who is taking part in the zoom; whether this be your child's, your family name if for family division or your own name if for yourself. The client won't let anybody into the room whose name they don't recognise, so 'Dad's Ipad' or 'baby495' won't suffice!
- ✓ Just like a live casting, Zoom has a waiting room, so please be mindful of this as you may have to wait to be let in. Please sit tight! Castings do often over run.
- ✓ Ensure your child wears clean, plain, casual and comfortable clothing, unless otherwise requested. Nothing they wouldn't usually wear or anything too fussy, their usual day-to-day clothing,; this will make them feel as comfortable as possible. A clean face and clean and tidy hair, hands and nails are a must (unless specified, girls hair should be left brushed loose). No hair products, make-up or jewellery, unless otherwise requested. If you have a Bonnie & Betty top, it is always preferable to wear that unless specified otherwise.
- ✓ Please be seated at the audition (unless advised to stand), making sure that the meeting is taking place in a quiet, well lit room.
- ✓ When reading lines on the call, please ensure your child's eyeline is an inch or 2 to the side of the camera (as per self tapes).
- ✓ Please ensure one parent is present to ensure child safe guarding. The clients will record these meetings (much like a live casting would have been).
- ✓ Feel free to ask the Agency the fees for the job beforehand if you so wish. Often we may not have this information at casting stage, but you are welcome to ask.
- ✓ Double check you are available for all dates given for the job you are attending the casting for.
- ✓ Make sure you have our Agency details to hand, as you may be asked on the call. Some clients may ask for your child's measurements also, so it is a very good idea to note these beforehand.

There is a video up on the Casting Director's Association's YouTube Channel on Zoom casting which is well worth a watch - <https://www.youtube.com/watch?v=VaoU4tDFe1E>

After the meeting, the client will generally only get back to us if they wish to book any of our children, otherwise they do not get back to each agent with individual feedback on each child, unless under special circumstances. Unfortunately this means that if you do not hear from the Agency after the casting, then unfortunately the client has not been back in touch in regards to your child.

Any other questions or queries, please feel free to contact the Agency.

GOOD LUCK!

ACTING TIPS & ADVICE FOR KIDS/TEENS

We wanted to take the time to put together some information for parents on the differences between screen acting and stage acting. This is primarily with the intention of improving the children's self-tapes for TV/Film roles. However, we hope that the below info also helps in some ways with their stage acting for those children who request to be submitted for both.

Most of the time when receiving self-tapes, we find that the majority of kids end up projecting too much, exaggerating their facial expressions and not paying attention to the intimacy and stillness of an on-screen environment. It is important to treat the silences as lines. No moment should be missed. Always ensure that you think as much about the pauses and reactions as you do your lines. Every moment needs to be considered. A lot of the reason behind the children acting so 'big' usually comes from the fact that drama/acting taught in schools, drama clubs, stage schools etc normally stems from the LAMDA syllabus, which focuses a lot more on stage acting as per the below list. A lot of stage schools are now starting to have a different syllabus they train for screen acting because of the increased call for this.

Some of you may be aware of the different types of acting and what each one entails already but for those of you who are not, we have outlined in more detail below. Note that these are of course generalisations; there will be instances where the below may not necessarily always fit, or indeed there may be crossovers for certain types of productions. It is important you are aware of this and change up the technique as necessary. For instance, Kid's TV (let's say a programme aimed at pre-schoolers) is very likely to be borderline between the two styles as they are focused on getting small children to interact, therefore, the performance required would be a lot bigger than say a serious adult TV drama. Same goes for stage acting within a serious adult themed play and within a light-hearted Musical Theatre production. Again, of course with these two types of stage acting, there will be huge differences, with the adult themed play crossing over into screen acting techniques. It is therefore important that you understand the background of the production when self-taping. If ever you are unsure from the information provided by the agency, please feel free to request more info to help.

It is important that children understand that with screen acting, it is generally a much 'realer' performance. There is no need for exaggerated, over the top dramatics (unless of course as per the above, this is called on for this type of production, let's say a slapstick style is required for example).

	<u>Stage Acting</u>	<u>Screen Acting</u>
<u>Expression</u>	Facial expressions and gestures need to be big so the whole audience can see and understand (even those right at the back of the theatre)	Facial expressions and body gestures should be subtle, controlled and natural because the camera is so close to the performer.
<u>Preparation</u>	Lines need to be memorised letter-perfect and in the correct order, as the	Lines need to be memorised, but mistakes can be corrected in

	show is performed in real-time and in sequence. There are no “do-overs”!	additional takes or re-recorded in post-production.
<u>Volume and Diction</u>	<p>You have to be heard and understood by every member of the audience. You will most likely maintain the same volume throughout.</p> <p>Diction for theatre is essential and will most definitely be something casting directors look for from the very beginning.</p>	<p>The volume for the camera is whatever the circumstances in the scene dictate. When you bring your volume down to a more intimate, real place in a scene that requires normal conversation, your performance instantly becomes more honest.</p> <p>Diction is still important and something a casting director looks for, however as per the above, lines can always be redone or re-recorded if necessary.</p>
<u>Eyeline</u>	<p>Most of the time there is a balance between looking at a person/object on stage and looking out to the audience. If eyeline is focused on another person or object it would most likely not be for long. You would rarely have your back to the audience.</p>	<p>The eyeline for camera will depend on what is going on in the scene. If you want to do something extremely subtle, the camera will be there to see, understand, and record it. You would never look directly at the camera. This goes for self tapes as well whether it be monologue or script work.</p>
<u>Direction</u>	<p>Lots of direction will be given in the weeks of rehearsals leading up to the first performance dates but whilst on stage, performers are given no direction and have to remember the notes that are given to them.</p>	<p>With TV/film work, there is a director there at all times to advise the artiste. They have the option to try out different angles, emotions, inflections etc...</p>

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.

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>

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).

As of July 2019, we also have a batch of **old stock** T-shirts available (without the hashtag logo) at a discounted rate of **£4 per T-shirt!**

The **Baby T-shirts** come in size **3-6mths**. (We have no new stock 3-6mths T-shirts currently available).

The **Kids T-shirts** come in two different styles – **Boys fit** or **Girls fit**.

'Boys' fit is a standard round neck short-sleeved t-shirt.

'Girls' fit is slightly more fitted with a scooped neckline and capped sleeves.

Note these tees are not stretch. All this stock comes in white or black in the following sizes: 3-4y, 5-6y, 9-11y and 12-13y. The adult sizes available are S, M and L. **This stock is limited and not all sizes and colours are available! Please enquire to check stock.**

