

## **SELF TAPE INSTRUCTIONS**

Please see below some general guidelines for self tape requests. Please always check any specific requests on the self tape request, as these can sometimes conflict the standard advice.

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) and we must be able to see you crisp and clear. Where possible, please record against a plain wall/background with as little distraction as possible (think about possible distractions out of shot as well as in shot, for example, noise of the road, a child playing in the background etc...). Most clients advise their preferred background colour is a medium blue if you have it, if not greys or similar. White tends to wash your face out, so should be avoided where possible. Ensure to ALWAYS record landscape, not portrait (phone tipped on side like a TV screen and not upright as you would normally use it). You should always ensure you are centre of the screen and in full sight. We should only be able to see you from the waist up (preferably close up head and shoulders).

You should start with a slate/ident - introduce yourself with your name, height and agency. This should be done to camera (looking directly into camera, unlike any acting e.g. script/monologue).

If the client specifically 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 both your left and right profiles. This link is a great help - <https://www.youtube.com/watch?v=1PyISjdwifg>

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.

Throughout any acting piece, never look to camera. You should always act like the camera is invisible straight after you have carried out the above mentioned ident/slate. Beware of eyes flickering to camera etc, this is very off putting for the viewer. The perfect eyeline is ever so slightly left or right of camera, but within same line, not lower or higher than the camera and also not too far left/right so that their face is more on profile. We still need to be able to see the whole of the face throughout.

If you have a script to learn, it is obviously preferable that this is off book, not only for the performance but also to show off your script learning skills. However, if this is not possible or you are not 100% confident, you may have the script with you to refer to. If this is the case, please just make sure that this is held down and out of camera and not held up near your face! If the script has lines that need someone else to read in, please ensure this is done off camera so only the actor who has been asked to self tape can be seen.

Don't worry about stage directions and trying to do any actions within these. They are generally kept in to give context to what is going on in the scene. Do not use props unless specifically requested within the self tape request.

Please make sure you are well presented on camera. Casual clothing is fine but please avoid messy hair, PJ's, heavy make up etc! Please think about the character/role you are casting for and dress/HMU appropriately.

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, most iPhone and android devices have the option automatically already built in to do this in the video editor section. If not, you can download various apps on your phone to do this. If doing on your computer, the best website we find to use is <https://www.onlineconverter.com/merge-video>.

Before you send the tape to us, please review it. If you are not happy with it yourself (i.e you are worried the camera work is too wobbly, or the sound quality is not great), please re-do. If you are picking this up, this will of course be noticed by us and our clients.

Finally, please always ensure to re-name your video appropriately. 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. If there is no specific request within the email, as standard please rename your video with your full name and agency name e.g. John Smith – Bonnie and Betty.

### **How to Rename**

#### **PC**

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

Go to [www.wetransfer.com](http://www.wetransfer.com), Click 'Add Files' and then find file where you have saved it.

#### **iOS (Iphone/ipad)**

Go to the App Store

Download 'Files' app

Go into photos and select file you wish to rename

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)

The box will then come up to allow you to rename this.

Click 'Done'.

Click 'Save'.

Go to [www.wetransfer.com](http://www.wetransfer.com) and then click 'Add files'

Go to browse - this should then show your 'recents' gallery, which should include the video(s) which you have renamed.

#### **Android**

Go to gallery and find video

Click on the top very right option (3 dots) and select 'Details'

Click 'Edit' and then click on the current name of the video (3850650606.mp4) and rename

Click 'Save'.

Go to [www.wetransfer.com](http://www.wetransfer.com) and click 'Add files'. Select 'Files' option and then locate video(s) (will show recent list first so should be clear to find)

Email: [agency@bonnieandbetty.com](mailto:agency@bonnieandbetty.com)

Please send all self tapes to us as per the request email. This will usually be via a Dropbox link we will provide or occasionally by [www.wetransfer.com](http://www.wetransfer.com).

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 you have been asked to send via wetransfer, you will be provided with a job name/reference to use within the Wetransfer message box. Please use this together with your full name.

**Any other specific instructions will be detailed in the self tape email request so please make sure this is read carefully and all instructions followed.**