



9-11 Gunnery Terrace, Royal Arsenal, London, SE18 6SW
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General Shoot Tips

- ✓ Be prompt and allow plenty of time to get to find the venue, park (if applicable), sign in and get organised! The call time given to you by the agency will generally be the time the client would like to start, so you should be ready to commence at this time. Arriving 15 minutes beforehand to settle in is perfect. Any earlier, and you should wait as the client may be shooting others at this time. If you foresee you may be running late, please contact the agency immediately and we will contact the client and make them aware of this.
- ✓ Ensure you are fully aware of the clothing requirements for the shoot. You may not be able to be used for the shoot if your clothing is not correct. For location/outdoor shoots, we would advise you take a warm jacket/coat.
- ✓ Please do not take along any family/friends etc, the studios are often small and cannot cater for additional bodies. They are also only insured for a certain number of people.
- ✓ We are interested in your feedback as to how you felt the shoot went, so please feel free to drop the agency a line after the job is complete.
- ✓ All shoot fees differ for each job, so always ensure you are fully aware of the fees before you do the job. Please just ask if unsure. Clients will usually only reimburse travel if outside a certain radius, this will be specified within your full shoot details. Please feel free to check if unsure.
- ✓ If you have been provided with a job record from the agency (generally for bookings paid by the hour), ensure this is taken along with you to be completed on the day by both yourself and the client and emailed back to the agency within 3 days, so that we can invoice the client efficiently.
- ✓ Food is usually provided by the client on a full day shoot. We will advise if not. Please ensure we are made aware of any dietary requirements. It is always advisable to take snacks and a drink along with you; together with any magazines/books etc to keep you busy whilst you are waiting around.
- ✓ If there are any problems at all before the shoot, please call the agency URGENTLY on the office number if within office hours, or on either the booker's mobile number or the client's contact number if you have been provided with this.
- ✓ An invoice is sent out to the client as soon as the job is complete. Please note, whilst our invoice terms are 30 days, lots of clients can differ up to 90 days. The agency will pay you within 10 working days of receiving cleared funds from the client.

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

GOOD LUCK!