



CARLYN DAVIS
CASTING & PRODUCTION SERVICES, INC.

CARLYN DAVIS PROCEDURES – MUST READ!

We are fortunate in that we work with hundreds of different clients and thousands of talented actors, models and voice over artists, and our phones never seem to stop ringing! This is wonderful as it allows us to match our quality talent with quality potential jobs, but it also means that we are often far too busy to talk by phone and we must rely on you to be sure you follow up with any tasks you are supposed to complete (e.g., keeping us updated on your current information and sending us production reports after jobs) because we simply can't track you down. As with any production, the only way our aspect of the process will run smoothly is if everyone to plays their part properly! **KEEP THIS HANDY AND REVIEW IT PRIOR TO ANY AUDITION OR BOOKING.**

GENERAL PROCEDURES/INFORMATION	
Hours of Operation	9:30am to 5:30 pm. Monday-Friday. Closed on New Year Day, Memorial Day, 4 th of July, Labor Day, Thanksgiving Day, Christmas Day. The office is usually closed between Christmas Eve and New Year Day, and from Thanksgiving Eve through Thanksgiving weekend.
General	It is your responsibility to make sure your information with us is current and up to date. If you have not heard from us in a while (3-6 months), make sure you stay in touch <u>via postal mail or email</u> . Keep us posted on what you're doing; send us a postcard or a flyer about a show you're in, or update us about your recent jobs. Please <i>do not call</i> unless you are making an appointment. We need our time on the phones with the clients to get <i>you</i> work. Remember, we do not accept walk in's. Talent is seen by appointment only.
Cell Phones:	Please keep your cell phone handy at all times. Clients call us to book auditions at the last minute and will only see a limited number of people. If we call you, you must respond quickly or you may lose your time slot to someone else. More often than not, if we call you for an audition, we will fill all the slots for that audition by the end of the day we call so you must respond ASAP. Further, if you get a booking, we must be able to access you quickly for any last minute changes to the shoot/script.
Email Address	If you have it on your phone, please always keep your email open on your phone. That is how we try to contact you first. Make sure our emails do not go to your junk mail or bulk mail folder by setting all email from @carlyndaviscasting.com to go into your Inbox. We always send casting calls by email which will include all information you need for the audition, how to submit, and as much detail about the project as possible. Please respond ASAP and let us know by return email if you are not available so that we do not attempt to call you because we have not heard from you. MAKE SURE WE HAVE YOUR CURRENT AND CORRECT EMAIL ADDRESS. Also, PLEASE read your emails thoroughly before asking questions. We are very detailed in our emails with instructions which you need to pay close attention to.
Change of email address/ phone #'s etc.	<u>Please do not phone in changes.</u> You must be sure that contact information and Talent Media (headshot, resume, video demo, voice over demo, etc.) is current at all times – this includes accurately reporting your UNION STATUS. To make any changes, please email intern@carlyndaviscasting.com.
Web Site	Carlyn Davis Casting offers an interactive Website that is accessible only to our CLIENTS (producers, directors, photographers, etc.) to review principal talent in our database. This gives you better exposure and increased opportunity. This site is password protected so that only approved clients may enter. The site is monitored daily and is extremely useful for bookings. There is absolutely no fee for your registration on the site. Once we receive a signed copy of your Talent Agreement along with your headshots, composite cards, resume, and/or demo reels, we will put them up on the site. All headshots and photos must be in .jpg format. Your resume should be in either .doc or .pdf but please be sure to remove all personal contact information (phone number, email address, website url) from your resume. All voice over demos must be in .mp3 format. All video demos must be in .mov format and no more than 70MB large. You may email intern@carlyndaviscasting.com to update your media in our database.



AUDITION PROCEDURES	
Prior to Audition	When you are scheduled for an audition, CONFIRM THE LOCATION OF THE AUDITION (not all auditions are held in our office), the role you will be reading for, the contact person, and the date/time of your audition. Often, this information will be in the email with your script. If not, be sure you get this information from the person who schedules you.
Availability for Jobs	When you are scheduled for an audition, ask the person who schedules you whether or not the “shoot date” has been determined if that information is not available in the casting call email. If it has been determined, remember that by attending the audition, you are telling us and the client that YOU ARE AVAILABLE for the proposed booking date and will place yourself on FIRST REFUSAL/HOLD. NEVER ACCEPT AN AUDITION IF YOU KNOW IN ADVANCE YOU ARE UNAVAILABLE ON THE BOOKING DATE unless you expressly discuss your availability issues with a Casting Director (this means not just the person who answers the phone – be sure you ask for and speak with one of the Casting Directors) and they personally tell you it is okay for you to audition even though you are unavailable for a portion of the proposed booking time/dates.
Day of Audition	When you arrive for your audition, be sure you sign in or check-in so we know you have arrived. If you have been given a script in advance, check to be sure it has not changed. If you have not received an advance script, ask if there is a script available for you to review prior to going in to the studio. ALWAYS BRING AT LEAST TWO CURRENT HEADSHOTS AND RESUMES (already stapled and put together) to any audition. Often times we schedule auditions with multiple people reading a scene together – this means other actors are also depending on you to be on time in order for their auditions to go smoothly. Please always be professional and <u>arrive at least fifteen minutes early</u> to any audition. Being late reflects poorly on you and us and will hurt your reputation in the market. Our company prides itself on working with the most elite talent in the Washington, D.C. area, and you need to uphold our reputation! If you are ever lost or an emergency occurs, PLEASE contact the onsite contact person AND our office <i>immediately</i> . <u>Never call our clients directly otherwise unless we tell you.</u> We will always provide you directions when we have them. Otherwise, we suggest you look up directions either online or on your GPS device prior to the audition to make sure you know where you are going and how to get there. Please give yourself plenty of time for issues with traffic.
Post Audition	DO NOT CALL US TO ASK IF YOU GOT THE JOB!!!!!!!!!!!!!! We WILL call or email you if the client wants to book you. If another client/production is asking for your availability on the date for which you are on hold with us, please do contact your project manager and they will check with the client to see whether or not they'd like to book or release you.
	IF YOU THINK ANOTHER ACTOR SHOULD AUDITION FOR THE SAME JOB, PLEASE DO NOT TELL THEM TO CALL US. SUGGEST TO US THAT WE AUDITION THAT ACTOR AND LET US DECIDE WHETHER THE ACTOR IS A FIT FOR THE ROLE.



BOOKING PROCEDURES	
First Refusal	After an audition, our clients often select their top couple choices & ask us to put these people on “ First Refusal ” while they make their final decisions. First Refusal status means: You agree that YOU WILL BE AVAILABLE on the specific booking dates/times we ask you to hold aside. If you get any other job offer for those dates/times, you will CALL US FIRST and tell us about the other offer. We will then call the client to determine whether or not the client wants to book you or release you. YOU MUST WAIT UNTIL WE TELL YOU THAT YOU ARE RELEASED BEFORE ACCEPTING ANY OTHER BOOKING OR IN ANY OTHER WAY MAKING YOURSELF UNAVAILABLE FOR THE “FIRST REFUSAL”
Bookings	Please always be professional and arrive at least fifteen minutes early to any booking. Being late reflects poorly on you and us and will hurt your reputation in the market. IN ADDITION, IF YOU ARE LATE AND THE CLIENT HAS TO PAY FOR OTHER TALENT TIME TO WAIT FOR YOU, YOU MAY BE LIABLE FOR THESE PAYMENTS. Our company prides itself on working with the most elite talent in the Washington, D.C. area, and you need to uphold our reputation! If you are ever lost or an emergency occurs, PLEASE contact the onsite contact person AND our office <i>immediately</i> . <u>Never call our clients directly otherwise unless we tell you.</u> We will always provide you directions when we have them. Otherwise, we suggest you look up directions either online or on your GPS device prior to the audition to make sure you know where you are going and how to get there.
Wardrobe	When working on any of our jobs, make sure you bring plenty of options for the client to choose from. Your clothes need to be clean and pressed and your nails should be clean and well-manicured. Wardrobe is particularly important when working as a model.
Hair/Make-up	You should arrive at a booking “camera-ready” (which means, with your hair & make-up done) unless specifically told otherwise.
Scripts	We work very hard to send out hundreds of scripts for auditions and bookings. It is very important that you email us back to confirm receipt of emails. IT IS YOUR RESPONSIBILITY TO BE SURE YOU HAVE YOUR SCRIPT. <u>If you have not received it before 5pm on the day you were told it would be sent, be sure to call us back to confirm it was properly sent.</u>
TelePrompter / Ear Prompter	Do not assume these tools will be available to you unless you have been specifically told they would be. You must be prepared to perform your lines without these aids (in other words, you must have your lines memorized when working on camera).

REPORTING PROCEDURES	
Production Reports	<p>Whether you are Union or Non Union, you are required to fill out and submit a Production Report within 24 hours of completion of project (ideally within 12 hours). Not doing so will hold up the payment process.</p> <p>If you are Union, you need to obtain reports from the union (301-657-2560) for from your paymaster. We generally use Production Payroll Services as the payroll company for local productions. If Production Payroll Services is the paymaster on your job, you can also complete union reports on the PPS website at http://www.productionpayrollservices.com. You will need to put the words “Carlyn Davis Casting” on the report under the “remarks” section. Please contact your union paymaster if you have any questions while filling out your paperwork.</p> <p>If you are Non Union and Carlyn Davis Casting is handling payment, we will email you copies of production reports. They can also be found here: http://www.carlyndavis.com/packet/default.php. The hardcopy report must be signed by the Client (producer/director/photographer) on set. Submit the completed hardcopy report to us via fax or email. If you choose to email, please make sure it is a flat black & white image with no dark shading or borders. If you do not have a scanner and have a smartphone, we suggest using a scanning app – we use CamScanner – instead of just taking a photo of your report with your phone camera. We cannot accept a picture taken of your report as those files are illegible if we need to print them out. The online production report must also be completed in order for payment to be processed. Both the printed/faxed report AND the online report must be submitted within 12 hours of completion of job.</p>



	<p>Always verify what paperwork you need to fill out with the respective payroll company. Do NOT leave set without completing either a production report or voucher! Incomplete paperwork will hold up payment, so please be sure to fill your reports out completely and correctly. It is your responsibility to fill out production reports and get the required signatures in order for the payment process to run smoothly.</p> <p>If your report is incomplete or incorrect, you will have to fill out the report again. Even if it means the report is sent outside of the 12 or 24 hour window, always make sure you ask any questions and wait for a response BEFORE submitting any paperwork.</p>
<p>Tips on Completing the Reports</p>	<p>Location: State in which the job was performed. Sponsor: Name of client for whom the work is being done. Product/Commercial Id: Name of the specific spot. Advertising Agency: Name of agency. Producer: Name of specific individual at agency producing the spot. Remarks: For UNION reports, add “Carlyn Davis Casting” and any other important information (e.g., if you performed multiple spots in one session, add this in the remarks section.). For NON-UNION, add any important information not otherwise requested. Rate: If you do not know the rate, and YOU ARE UNION, you can write “scale”. If you are non-union, you can call the person at our office who booked you and ask what your rate is – let them know you are using the info to complete your production report. Be sure to include the total hours worked!</p>
<p>Payment</p>	<p>Payment will NOT be dispersed unless you have properly filled out all necessary paperwork. Please see above for information on production reports.</p> <p>If you are Union, if you have any payment questions or concerns, all questions need to be directed to your paymaster. If you are not sure who your paymaster is, please refer to your booking email. Signatory and paymaster information should be available there.</p> <p>If you are Non Union, we ask talent to wait at least 60 days before inquiring about payment. Our hope is that payment is processed and sent to talent much sooner than, but sometimes, it takes a bit more time for turnaround. If it has been past 60 days AND you have filled out your online production report, please email acct@carlyndaviscasting.com . They can look into it for you. Any and all payment questions should be directed to accounting.</p>

ADDITIONAL PRINT TALENT PROCEDURES (all above procedures apply as well)	
<p>Wardrobe</p>	<p>Talent should bring at least three selections for each requested look to any booking. This includes extra accessories such as shoes, socks, stockings, belts, ties, scarves, hats, jewelry, hair items, makeup, nail polish/remover and undergarments. Talent must maintain a working wardrobe in good condition, clean, pressed and reasonably new & organized on hangers for client selection. Talent agrees to purchase reasonable items for a booking such as black flats, white stockings, etc. If provided wardrobe by client, Talent agrees to treat such wardrobe with care and not eat, drink, smoke or use perfume or after shave lotion while wearing it.</p>
<p>Appearance</p>	<p>Talent must be well groomed with manicured nails, shaved face and trimmed hair, unless otherwise specified. Talent agrees to arrive at a booking “camera-ready” with requested hair style and makeup, unless otherwise specified. Talent must inform Casting Director ASAP if present look is altered by a change in weight, hair style/color, facial hair, dental work or cosmetic surgery.</p>
<p>Model Voucher Release</p>	<p>Talent must complete the voucher release within 24 hours of booking to assure prompt billing.</p>

*****We welcome you to our team and know you will uphold our name in any way possible, just as we will do for you! *****