

IMPORTANT INFORMATION TO KNOW AND REMEMBER

The process for selecting kids for a casting works as follows:

The client sends the agency (our company) a brief requesting one of three things:

- **REQUEST CASTING**

A package of models who fit the brief. We compile a package by using one of our secure booking systems, to which we enter the specifications as per brief. For example: height, skin tone, gender, special skills etc as per the client's request. The system then displays all models/talents on our books who fits the criteria, and we then send this package to the client. The client views the package and sends back the name/names of those they wish to see.

- **SELECTED CASTING**

The client sends a name or list of names of the models/talents they would like to see. The client can log into our secure booking system (only access to name and photos) and do a search themselves where they select who they would like to see and then sends us the names. This simply cuts out the package step, and clients sometimes request models they have previously worked with.

- **OPEN CASTING**

The brief with specifications of what they are looking for is sent from the client. We send all the models who fit the brief for the casting.

PLEASE NOTE: We love having our kids and models attending these castings, but it is, unfortunately not up to us who gets invited back to castings or selected for shoots. This is entirely up to the client. We cannot guarantee work for every model or the time frame it will take for the model's first shoot / casting. We simply promote every model to the best of our ability. Our income depends on our models and talents working so we work very hard to promote all of them.

FIRST OPTION: After castings are held, a shortlist is created. This is called a "FIRST OPTION". All models on this shortlist are not confirmed, but they are an option.

- If you or your child has made it onto a shortlist, we will notify you via WhatsApp. On the message you will be given certain dates – these are the dates on which the shoot will take place. You then need to reply to inform us whether you or your child will be available on these dates, so we can inform the client of model/talent's availability.

***** ONCE YOU HAVE INFORMED US THAT YOU ARE AVAILABLE ON THESE DATES, PLEASE MAKE SURE YOU ARE AVAILABLE ON SHORT NOTICE SHOULD YOU BE SELECTED. WE WILL NOT TOLERATE GETTING A REPUTATION FOR HAVING UNRELIABLE MODELS *****

BOOKING: When model or talent is CONFIRMED for the job, it is called a “BOOKING”.

- You will be notified about a booking via message or a telephone call. Information about the shoot, maps, the time/date, and address will be provided via email or WhatsApp. (Depending on the information)
- After each shoot, please inform us about the times that you have been on set and if they had asked you to return the next day or not. This can be done via WhatsApp to 082 866 9491
- If we ask you to do a weather call – please phone the production before leaving your house. They will confirm with you if the weather is fine for you to go the set.

***** IF YOU FAIL TO ARRIVE AT YOUR SHOOT, THE CLIENT CAN HOLD YOU LIABLE FOR THE FULL PRODUCTION COSTS*****

IMPORTANT NOTICE

WHEN WE REQUEST SELFTAPES OR PERFORMANCE VIDEOS FROM YOU, PLEASE READ THE BRIEF CAREFULLY AND FOLLOW THE STEPS AS REQUESTED BY THE CLIENT. PLEASE DO YOUR BEST AND REPLY PROMPTLY AS THERE IS ALWAYS DEADLINES FOR VIDEOS. IF YOUR VIDEO IS NOT SUBMITTED IN TIME, YOU MAY LOSE THE OPPORTUNITY AND CHANCE TO BE SELECTED FOR THE JOB. LATE VIDEOS WILL NOT BE LOOKED AT.

WHAT HAPPENS AFTER A SHOOT?

- On completion of the whole shoot, we invoice the production company.
- From the invoice date to pay out to the model/talent, it can take up from 90 to 120 days.
- Please only contact us after 90 days if payment was not received.
** As soon as money is received, payment is allocated, invoices for model / talent are paid. We do not “unnecessarily hold onto payments.
- Rates are quoted all inclusive (Booking fee, Vat, PAYE and commissions)
- The Client handles the PAYE payments to SARS and they will issue an IRP5 at the end of the financial year. IRP5’s will be available on your own private SARS profile once submitted.
- Please be advised that there are instances where the Client does not arrange for the PAYE – this will then be the model/talent’s responsibility at financial year end to declare earnings.
- It is also the model / talents responsibility to notify us immediately should your banking details change.

We look forward to having you a part of our company