

## **Open Book Casting Policies** – (Please make sure you agree with all points before signing up!)

Always remember, that as much as we at OBC are representing you, in turn you are representing US! We work as a team and the great feedback we receive from production boils down to how great our talent is! It is extremely important to us that our client is happy! If feedback from set is anything other than positive, we cannot continue to work you. How you act on set is of high importance to us! Firstly, and most importantly you must turn up (and on time) if you've been booked! Never accept a booking if you are not 100% sure you are available for that shoot! We understand last minute drop-outs due to illness, transportation problems, emergencies etc. BUT a phone call placed in time for us to replace you is imperative for you to remain on our books!

Registering with OBC does not guarantee work. Your profile will be available for viewing, daily breakdowns will be available and you will receive job blasts. We work very hard to make sure that everyone gets work, so know that we are always doing our best.

OPEN BOOK CASTING takes a 10% commission of gross from every placement made. We bill you directly once you have been paid by production and we allow a 10 day turn around. Please note that your member status will be affected if payment is not received within 10 days of receipt! We accept check and Paypal.

If you sign one of our vouchers on a job, it will be processed by the payroll service we use \*\*\*OPEN BOOK CASTING IS NOT THE EMPLOYER OF RECORD!

**Never** call a production company or an ad agency for information in regards to payment or up-grades. Always talk to us first!

It is mandatory to get a pager or a cell phone and return all pages promptly. \*\*Those who return their calls/pages quickly work the most.

Refer all questions on the set to the wrangler or call the office. Do not approach production!

Never, ever ask to leave a set early!!! Don't double book yourself.

Always bring your wardrobe selection in a wardrobe bag neatly ironed. Don't throw your clothes in a gym bag. Come camera ready in your first choice of wardrobe (generally 2 or 3 outfits needed.) Please don't look sloppy when arriving to a set.

Please arrive to a set a least **20** minutes early. Your call time is your work time. \*\*If you have a tendency to be late, we cannot work you!!

Respect the ADs on the set. LISTEN, VOLUNTEER, DON'T CHIT-CHAT AND DON'T BRING FOOD FROM THE HOLDING AREA TO THE SET. ALWAYS CLEAN UP AT THE END OF THE DAY. DON'T LEAVE FOOD AND WRAPPERS BEHIND. DON'T FALL ASLEEP ON THE SET!!! ALWAYS BE PROFESSIONAL.