



Welcome to Actors and Artists Agency LLC, we are excited that you chose to join our team! We promise to work relentlessly on your behalf, and to always represent you with pride and integrity. Actors and Artists Agency is a hands on aggressive full service agency working towards the specific goal of getting our clients to the next level.

This process is unique to each individual and we tailor our development accordingly. In a successful relationship, in the building of a career, everyone must do their part. Your team will be working with you to choose the best materials to represent you to casting or producers. This would include your packaging; wardrobe, hair, specific looks that fit your marketable type, shooting and picking the most compelling headshots and helping in assembling your reel.

We will also refer you to the top acting classes, where to network, when to send out postcards, etc. We will be pitching and submitting you to appropriate projects, so it is important that your materials are always current. Casting works at a furious pace, and will see a client that they feel fits what they are seeking, and things make getting that appointment easier, e.g. effective pictures, recent bookings, ongoing training....that's where your part comes in.

You must be constantly training to be ready when the opportunity to read for casting comes, you must coach for substantial roles, you must arrive a few minutes early for appointments, and of course you must have the material prepared with strong choices. We will follow up with casting on the roles we feel we need to, and with casting after producers sessions and when you are in the mix. We can't always guarantee casting will get back...please keep that in mind. For parents of child performers, please be sure to keep the Work Permit current, that the Coogan Account is open. An excellent resource is ChildreninFilm.com, you can download the various forms that you may need.

We can not guarantee when or how long the process will take for you, only that we will do our part, the rest is up to you, and a little bit of luck always helps. We look forward to working with you, and are very excited you chose Actors and Artists Agency for your representation!



***** COMMISSIONS, RESIDUALS AND DIRECT PAYMENTS *****

The easiest rule of thumb is to look at who the check is FROM. If it's from us (an Actors and Artists Agency check) the commission has already been taken care of.

If the check is from anyone else (i.e. directly from the Studio, Network, Entertainment Partners, etc.) our commission has not been paid.

Many times residuals and even some initial booking payments are sent directly to the client, which adds to the confusion of trying to keep track of them. If you have a question, please ask so that we stay current.

We haven't had to worry about this because our clients have been so great about keeping us up to speed on any booking payments or residual checks they receive directly (and we truly appreciate it).

We also track residual payments which will show us if you're due residuals that you may not have received.

If you do receive any form of payment directly (any check not issued by AAA) please mail in:

- A. a copy of the check stub (detailing the payment)
- B. and a check for the commission based on the GROSS amount (before taxes)

Important info and sites you should sign up for.

Register on Actors Access.com, please fill out completely. Let's us know when it's finished so that we can add you to our roster.

[Casting Frontier](#)-register and complete the personal profile and skill set. Use **Actors and Artists Agency** as your agency.

LA Casting-We will provide you with your account info, then you will go in and fill in your profile plus pictures.

Attached are :

Contracts: 10% percent for Unions, and 20% percent contracts for non union.

Resume Templates for AAA and Logo

List of Photographers-please take a look at several before selecting. They all are great.

Steps for new parents or children entering the business!

1. Coogan Accounts, for your child's protection (Bank of America or Wells Fargo)
2. Child work permit, If you are out of California you should call us on this. Keep in mind renew every 6 months.
3. Register on Children in Film Site. [Children in Film](#)-please register for a free account, keep track of what's happening in the industry.

Best,

Noreen Savides, Kelvin Parker and Everyone at Actors and Artists Agency.
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