

Kids and Teens-Helpful Hints

The most important thing that the casting directors are looking for are current pictures as well as updated calendar and profile. As your agent, we are busy working on getting you and other clients as many bookings as possible. We need you to take the initiative to keep your profile information up to date as our time is limited. This not only assists us, but will get you more bookings.

Pictures are the key to bookings! Keep your pictures updated and current. This should be done every six months or when you have made a change to your appearance. Looking nice and having a good smile with teeth showing is best. The main profile picture should be a head and shoulders shot. There could be up to 5 other pics which could be full length, sports, grad, costume, goth etc. You can email these pics to info@hollywoodnorthextras.com or see our website www.hollywoodnorthextras.com for our session dates.

Keep height/weight and other info updated.

Fill out your calendar and keep it current! If you are no longer available on certain day(s) change it to black.

Typically we email you with a booking first and then follow up with a call if you have not replied back. Please return our call and/or e-mail promptly! Even if you are not available that day we need you to reply so we can remove you from the booking otherwise you are still “pending”. It is also just a courtesy.

Once you are booked it is a commitment. Please honor it. Everyone is accounted for in a scene and it is a big deal to replace you. If something has come up and you can no longer make the booking you need to let us know immediately.

Please take time and read the email thoroughly so you understand the requirements of the booking so you have all the information.

Always look at the location map attached to the email. It does not always work to use a gps to get to the location. Please note that extras holding is usually different than the actual shooting location.

Always be on time. (Please arrive fifteen minutes before your call time) and always make sure you sign in with the wrangler.

When completing your paperwork, always note Hollywood North Extras as your agent on the form. Always sign out at the end of the shoot.

Please be positive and ready to work! It makes everyone happier and makes for a much more pleasant experience on set. You are being paid to do a job it is not necessary to complain about the length of day, food etc.

Always bring something to do when you are in extras holding as it can be a long day.

Arrive camera ready wearing your best choice of clothing and have 2 full options ready for the costumers to choose from.

Here is some information from the Government Employment Standard's site: Please see their website: http://www.labour.gov.bc.ca/esb/facshts/youth_film.htm for more information. The link is available on our website as well.

Limits on daily hours

Unless the employer receives prior written approval from the Director of Employment Standards, the following limits apply to the number of hours young people under the age of 15 can work:

- Children under the age of 12 must not be required to be in attendance at work for more than eight hours from the time they report to work until the end of their shift;
- Children ages 12 to 14 must not be required to be in attendance at work for more than 10 hours from the time they report to work until the end of their shift;
- Children cannot be required to report to work earlier than 5:00 a.m.;
- If school is in session, children cannot work later than 10:00 p.m. if the next day is a school day and 12:30 a.m. if the next day is not a school day;
- If school is not in session, children cannot work later than 2:00 a.m.;
- Children are not be required or allowed to work a split shift; and
- Meal breaks are not to be longer than one hour.

Every child under the age of 15 requires a parent or chaperone (over the age of 19) to be on set with them for the entire day.

Be prepared to bring photocopied I.D to set. N.O.A. – Notice of Assessment is best.

Do not put a parent's social insurance number down for the child. The sin has to match the name of the person working. Most kids/teens should have sin numbers but if they do not put date of birth in the sin spot.

It takes 2-3 weeks to receive payment and then we process payment and mail it out to you. Always make sure that your address is current and let us know as soon as we book you if it has changed. You can email info@hollywoodnorthextras.com. More payroll info is available on our website. More information is available on our website on the extras info sheets which also includes on set "do's and don'ts". We hope you enjoy your time on set!