

# Hollywood North Extras Inc.

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(Talent agency licence number ER 097-794)

**Please note that the office is not open to the public.**

**Please see website for current info on application hours.**

## EXTRAS INFORMATION

Thank you for choosing Hollywood North Extras! We have been in operation since 1994 and provide the service of booking extras for feature films, television movies, t.v series, commercials, and corporate videos. Perhaps you are a newcomer to being an extra or you might be a veteran looking for more work. Whatever the case we hope you enjoy the time you spend on set. Please read over this information carefully before applying.

The application that you fill out and the photo that we take are an application. You are considered part of our roster once we have sent you an acceptance email with further instructions. You must have a valid social insurance number or work permit in order to work. Once we book you on a set you are a representative of our agency and therefore we ask that only people serious about being movie extras apply. Usually we place you in larger scenes for the first booking. Once you have applied there are a few scenarios:

We enter you into our system and activate you on the site that the casting directors view. We then send you a password to maintain your online calendar.

We e-mail you a link to enter your own info on the site. Once you have entered your info we are then sent an email notification that you are "pending". We then add your pic and final info and activate you. You then receive your password for your agency account and calendar.

We keep the paper application until we have a scene that we want to submit you for and then your profile is entered.

Unfortunately, we are not able to accommodate everyone. If you have not received a call/e-mail in 3 months you can reapply.

New applicants are asked not to check in. We cannot track people until they are entered in our database.

Once you have received your online calendar it is very important to keep it current! We cannot stress how important this is! We e-mail you more information on this when we send you your password for the calendar.

As you probably realize being an extra should be considered as part time work and not as something to rely on to pay your rent! It is a fascinating way to spend the day, learn more about the film industry, meet some interesting people and earn some extra money. We are a busy agency but cannot predict how often an individual will be called. It could be as frequent as a few times a week or as little as every few months. As an agency we are asked to supply a demand. We have no control over how many productions are going on, what they are filming or what types of people we are being asked to book. The extras casting directors choose whom they would like to book, especially for more specific roles. We do strive to keep everyone working and try to book people as often as possible.

It is important to act professionally on all sets. You are being paid to do a job, which is to be an extra. We ask that you take it as seriously as you would any employment. PLEASE READ THE DO'S AND DONT'S that are listed later and follow them whenever on set. Do enjoy yourself but realize that our reputation is based on the professionalism of our extras. We have a zero-tolerance policy for new extras. If a situation has occurred that requires an explanation, we expect a call to the office as soon as possible to clear it up.

If it is your first time on set that's okay, but it is not necessary to make everyone aware of that fact! Fill out the appropriate spots on your sign in sheet and then try to follow what the more experienced extras are doing. Do ask if you are unsure of something. We endeavor to treat everyone with respect and expect the same in return. The better our extras are, the more bookings we get and can provide to people. Everyone is happy!

Extras are an important part of every film, but the best extras are those that aren't noticed. If you are in a restaurant scene, eat and talk to the person at your table. Do not stare at Brad Pitt at the next table! It is sometimes exciting to be next to a movie star but keep in mind that in the role they are playing they are just an ordinary person. Try to act as natural as possible. It is better to underact than overact.

There are two types of calls we make. One type of call is to book you. The other is to check availability. We often check availability before submitting pictures to the casting directors. This is not a booking. If you are selected, we call you back to confirm the booking. When we call to book you, we let you know the date of work. Often, we call the day before; we rarely get much notice. At this time, we need a yes or no, not a maybe-depending-on-the-time answer. When we are booking you, we do not know the start or end time of the shoot. **You need to be completely free on the day of filming with absolutely no other commitment.** Under no circumstances can you be late to set or leave early once you are on set. It is often okay to call us back if you need to make arrangements or to check your schedule.

If we get voicemail, we usually leave a message, but we must speak to you to book you. You can try to return our call at the office as late as you like; we occasionally leave very late when we are busy booking numerous scenes. If you get our voicemail after hours you can still let us know if you are available. We may still be in the office and checking messages or we might need to replace someone last minute. Normally, once we have left the office we have finished booking the next days' scenes and have sent the completed lists to the casting directors. At this point it is too late to be booked for the next day. If we are booking a scene that is few days away we often have spots available until the day before the scene, so check with us to see if we can still place you. Please let us know if your appearance is different than the picture that we have. Never call the pager to return a call unless we have specified to do so in our message to you!

**When we book you, you are confirmed!** Your name is given to the production company casting director when you are booked. It is a big deal to replace you. If you foresee a problem, say no to begin with. Every single person is important, even in larger scenes. At this point we give you the information you need, which is listed below. At this point we do not know the time you are needed on set. On most productions they only determine the call time of the extras between 8-11 p.m. the night before the shoot date. At that point we e-mail/call you to finalize your information. As mentioned earlier, you need to be free the entire day once you agree to work. You might be required to be on set for a start time of anywhere between 6 a.m. to 8 p.m. When you say yes you are committed to be there regardless of the start time. An average day is 6 to 10 hours but can be as long as 14 hours. Please never agree to go to set unless you can stay for the duration. There are few things worse than someone established in a scene and them having to leave for a dentist appointment!

When we book you, we let you know what day you are needed the production name and a brief description of the scene(s) you will be in. The night before the day you are booked we e-mail you with all your booking info. We ask that you check your e-mail frequently during that time and confirm back as soon as possible. We prefer not to have to call you to see if you have received the information, but we do need to do this if you have not confirmed by e-mail. Our days are very long, and a quick e-mail confirmation saves us from making more calls! If you do not have e-mail or access to a computer in the evening please let us know when we book you and we will call you and give you your details verbally.

**BOOKING INFO**

1. **Production name...**please note of this as well as the date you are working.
2. **Scene...**what role are you playing? If it is a restaurant scene-is it a nice Manhattan restaurant or a fishing village diner? This will determine how you dress.
3. **Wardrobe....** Arrive on set camera ready. For women arrive hair and make up done and men clean shaven unless specified. Wear your first choice of clothing to set appropriate for the scene and bring 2 other full changes. If you are in an office scene, have 3 business options. If it is a rough blue-collar bar play the part and have 3 scruffy looking casual changes. Dress how you normally would for that occasion. Do not wear solid black, white, very bright colors or very bold patterns. The best colors are muted tones such as brown, beige, olive, rust, grey, pastels and sometime jewel tones. No logos (Kokanee beer t-shirt, B.C Lion's etc) allowed on set. The idea is to blend into the background and not take any focus away from the main actors. Exterior scenes require accessories such as coats, umbrellas, briefcase etc. Feel free to bring additional accessories or props that you feel could be useful. Always bring wardrobe to the set, do not leave it in the car. Occasionally you will be asked to be in two or more scenes in the same day and they will require you to change. If you do not have the clothing for the scene we are booking, such as formal evening wear, please let us know, we will just book someone with appropriate wardrobe. The costume or props department may provide you with an item for the day. You are responsible for it. Please take care of it and return it to the appropriate person at the end of the day. At least a few times a year we work on period films such as the 1800's, the 60's etc. For these productions you are often asked to go to a wardrobe fitting. The production provides the wardrobe for these occasions, but we might ask you to bring any clothes you have that would be suitable. You are paid for four hours for the fitting. These productions are usually very interesting!
4. **Location...**Many scenes are filmed in the Vancouver area, but we are finding that more frequently they are taking advantage of all cities, so locations can be anywhere in the lower mainland, i.e. Maple Ridge or Langley. You are responsible for your own transportation. If you do not have a vehicle, it is best to refuse jobs that are difficult to get to. Better say no than to be late. When working downtown, try to avoid metered parking or parking with a time limit. You normally cannot leave the set. Parking is often not provided downtown. Google or GPS is fine to look up locations but always take a look at the maps provided do not just enter the address. On the maps that we e-mail you it is the same map the crew gets to get the big trucks (circus) to set. They often include the start location of the studio and then the "crew park" which can be the same parking for the extras but not always. In the body of the e-mail it will tell you where to sign in. **Please read this information carefully.** The filming location is rarely where you are signing in. They often shuttle the extras to set once you are signed in.
5. **Call time...**This is your start work time. You are paid from this time onward but we ask that you sign in 15 minutes before that time. On most production they only determine the next days' call time after they finish filming for the day. This "call sheet" is usually sent to us between 8 and 11 p.m. We in turn e-mail/ phone you and give you your call time.

**Signing in**

When you get to set you must first sign in. Arrive 15 minutes earlier than your call time. Do not be late! When you are late the production calls the casting director and demands to know where you are, who then in turn call us and demands the same thing...This should never happen as it disrupts everyone. We realize that it is often hurry up and wait in this industry but that is the way it is. If you are going to be late you need to contact us on our emergency number which is (604)377-4541. Check in with the extras "wrangler" who will give you a form to fill out. It is a standard release form. There is a spot for "agent" where you must put "Hollywood North Extras". You will need to know your social insurance number. If you are here on a work permit please bring a photocopy of your work permit and your sin number to set. Please also

provide us a copy of your work permit, which we forward to the production company if need be. Failure to do any of the above can delay payment. Always remember to sign out once you are wrapped.

**Payroll**

You are paid an hourly rate from your call time to your wrap time. You are not paid for your meal break (usually ½ hour) but lunch is provided on set. The pay scale can vary, but most commonly it is \$15.85 per hour. Union wage is \$25.81 an hour. It can go up to \$34.64 an hour for special ability work. Labour laws apply to film sets so you are paid straight time for 8 hours not including your meal break. The pay is then time and a half up to 11 hours and then double time after that. The higher rate is reserved for union members who are part of the Union of BC. Performers (you need to have 6 acting credits before becoming a union member). On occasion a “permit” can be given to a non-union extra. This may happen if you are doing something more specific or if you are in a small scene. This does not happen frequently so consider it a nice bonus! Special Ability Extra may be paid if you are doing something that is considered a special skill. We also book extras with vehicles or props. The usual rate for a vehicle is \$35.00 for the day plus your hourly wage. The rate may be increased for luxury cars or period vehicles.

**Paycheques**

We mail out all cheques. Please make sure the address on your application is filled out correctly including suite number and postal code. It is very important to notify us if your address changes by e-mailing us at [stephanie@hollywoodnorthextras.com](mailto:stephanie@hollywoodnorthextras.com) or by calling our office at (604)466-3045. Please do not assume that we are cross referencing the address on the voucher that you filled out on set. Your address is entered into our cheques software and it is not changed unless we get contacted by you.

It takes 2 weeks for us to receive payment from the production company. We then process it and issue a cheque which is then mailed out to our clients within 3 days. It takes approximately 3 weeks to get paid. If you have not received your cheque and it has been a month since you worked please call or email us.

For features, t.v movies and t.v series it takes the above time frame to receive your payment from the production company. For photo shoots, corporate videos and commercials it typically takes 6- 8 for us to receive payment.

There is an annual \$25.00 photo fee. This is deducted from your first cheque. There is 10-15% commission on all work and we are required to charge 5% g.s.t. on the commission. The agency pays in the form of a company cheque. It is possible to cash our check at the Bank of Montreal on Kingsway with picture I.D..

**CANCELLING**

If an emergency should occur that will prevent you from going to set please contact us as soon as possible. This should only occur in case of a real emergency. It is always a huge inconvenience for everyone. If you don't show up for your call time we normally need to replace you which means phoning other extras at that time to get to set immediately. Please do not wait until we call/e-mail you with your call time to cancel. If your scene is 2 days away it is okay to call the office and leave a message. If it is for the next day you will need to call /text the number at (604) **377-4541**. It is a good idea to have the pager number with you when going to set in case of an emergency. Please use the pager for emergencies only.

*We hope that sums it up. Feel free to call us if you have any questions. The B.C Film Industry is booming and living here we have a unique opportunity to experience what being a movie extra is all about. Have a good time!*

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## DO'S

- show up
- be on time
- sign in/sign out
- arrive camera ready
- bring 3 wardrobe choices
- arrive prepared for weather
- bring umbrella
- put Hollywood North Extras on form
- have s.i.n/work permit
- bring photocopies of BC id
- turn off cell/pager
- bring a book or quiet entertainment
- be professional and respectful of others
- smoke in designated area only/use ashtray provide
- return props/wardrobe
- report illness/injuries
- try to understand when the crew is frazzled
- enjoy yourself and meet new people!

## DON'T'S

- do not be late
- do not bring valuables to set
- do not look into the camera
- do not talk when they are rolling
- do not take pics
- do not ask for autographs
- do not disturb the actors
- do not leave the designated extras holding area without telling your contact
- do not wander around set
- do not ask too many questions (i.e. what time are we finished?)
- do not have any other commitment that day/evening
- do not leave set early!
- do not sleep while waiting

