

"On-Set" Guide

1. Make sure that you fully understand your responsibilities as to the part that you will be playing and have all the necessary information prior to your booking. Please refer to the "Booking Guide" for additional information.
2. You are responsible for your own transportation to and from the shoot location (and your own parking fee if you are driving). Make sure to carry a map of Toronto, or TTC information phone number, with you so you know how to get to the location.
3. Always arrive to your booking at least ten (10) minutes before the Call time. If you are early, enjoy an extra cup of coffee. If you are late, the production has the authority and may send you home without pay.
4. Check-in with the appropriate personnel. Always use **Your Agency's** address & telephone number, no matter what or who tells you otherwise. **Your Agent** should always be on your voucher, contracts and all other booking documents.
5. Shooting a film is not a 9 to 5 job. There is no set hour that you will be working or when you are done. You must cooperate with the production and be prepared to stay as long as it takes. YES, as long as it takes!
6. While you are working, always remain on-set or in the "holding area" until you are "wrapped" (finished). Always ask permission if you need to make phone calls, washroom breaks...etc.
7. Listen and follow carefully to directions that are given to you. Be and on set and be professional at all times.
8. Do not bring anyone with you unless they are also booked to work on the same set. You wouldn't bring a friend to an office to watch you work, so, be a professional and don't do it.
9. Any talents not showing up for a booking will automatically be dropped from our agency. There's no second chance. If you need to cancel a booking due to an extreme emergency, please give us enough notice (minimum 8 hours) so we could find a replacement.
10. If the Director or an A.D. (Assist Director) requests you to do something that you are unsure of or that you feel uncomfortable doing (cutting your hair, kissing on-camera, being placed dangerously close to fire or an explosion...), contact us right away so we can help you deal with the situation.
11. When you are lucky enough to be asked to speak on-camera, this is considered as an upgrade. You should be given a contract stating that your category is ACTOR. Please contact us right away so we can give you further instructions pertaining to such upgrade. Do not check the agree box on your voucher if you have received an upgrade.
12. If problem occurs during filming, try to settle it in a professional manner. Always contact the agency and keep us informed so we can act on your behalf. Never just walk away or quit in the middle of shooting. Walking away means... "You'll never work again!"
13. Don't leave without getting a signature from the AD (on set) on the voucher and always remember to hand in your voucher once you are wrapped. The voucher proves the number of hours you worked that day on set.
14. Always keep in touch with us at the agency. We love to hear what happens On-set, especially Hollywood Gossips, Goofy Snapshots, and Photo with the Stars...

Have Fun On-Set... See you at the movies!