



ENTERTAINMENT

RSA Talent Management, LLC

1619 Burbank Blvd., Burbank, Ca 91506
(818) 722-3072 (o) • (888) 551-9281 (f)

www.rsaentertainment.com

WE NEED YOUR INFORMATION

Questions you might have:

Why do you need my personal information?

- a) Because when you book a job, your agent and/or production will need it to process payments. We need this info/copies so we can immediately provide them with it when needed.

Will you share my information with anyone?

- a) Only when requested by your agent and/or production that you have booked with.

Should we keep a copy with us?

- a) **ABSOLUTELY.** Have **ORIGINAL** documents and copy of “**CLIENT INFORMATION REQUEST FORM**” with you. This will help you fill out the paperwork that you have on set. (Carry in audition binder)

What is an audition binder?

- a) You should get a binder that holds your original Work Permit, Resume’s, Headshots, “Client Information form” , Copy of Coogan Statement (amounts blacked out).

Please provide the following:

- 1) Copy of Birth Certificate
- 2) Copy of Social Security Card
- 3) Copy of Visa &/or DL
- 4) Copy of Passport (if you have one)
- 5) Copy of Legal 18 paperwork (if applies to you)
- 6) Email management@rsatalent.net resume in doc file
- 7) Fillout Online form (on our website)
- 8) RSA Check Authorization signed
- 9) Email management@rsatalent.net full res headshots to be matted
- 10) W9 filled out and signed (do not date)
- 11) Salary Disclosure
- 12) Agency Acknowledgement
- 13) SAG AFTRA Residual form
- 14) Download and look over the resources concerning Eating Disorders and Sexual Harrassment in the workplace



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PHOTO HEADSHOT SESSION PREPERATIONS

Please carefully read, sign, and deliver "Talent Photography Release Form" prior to photo session.

The outcome of your headshots is to show that different personalities, versatility, and looks that you child can portray. We try to offer agents different poses to choose from. Which means there are different outfits involved and possibly hairstyles as well. Here are some styles we try to portray:

Commercial: All American, Gem colors, nice casual. Solids.

Theatrical: Very casual. No neon colors. Possible hoodie, jeans, disteresed solid T-shirt.

Model: fashionable, trendy, not too much patterns

Playful: Gem colors

Comedic: school uniform, sweater vests, bright colors possibly, glasses, possibly whacky hairstyle. No over the top, it's too obvious.

RULES:

Yes, there is a formula to photo's. So be prepared!!

- 1) No Solid Black, No Solid White, No Solid Brown, No Patterns, No Logo's
- 2) No Earrings, No Jewelry, No outrages colorful hair accessories (unless print shoot)
- 3) Clean and Ironed clothing, Clean Shoes (variety)
- 4) No open toe shoes, No Flip Flops, No Big Logo's on shoes.
- 5) Be showered please ☺
- 6) No hair products in hair upon arrival. Apply there. – speak to us first if it is needed
- 7) ABSOLUTELY NO MAKEUP until you arrive unless instructed to do so.
- 8) No Hats. (unless print shoot, but just for 1 look)

Geesh... WHAT CAN I WEAR THAN?

- 1) Think solid colors. Wear gem colors (ie, ruby red, emerald green...etc)
- 2) Jeans okay, solid color skirts/pants
- 3) Short or long sleeve solid color shirts
- 4) Solid color shirts with some material embellishments (not colored embellishments)
- 5) Shoes: no white/black or logos
- 6) Know the colors that look good on you.
- 7) Hair: Clips and rubberbands that blend with same color hair. (unless print shoot)
- 8) Bring curling iron and products for possible light hairstyling – although unlikely



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SOME INDUSTRY TERMS

- AFTRA:** American Federation of Television and Radio Artists. Shot on VIDEO. Like SAG there are on set rules and regulations that production has to abide by. There are dues which may average upon the previous years activity. You can join at anytime. Once booked on an AFTRA job, you are a Must Join on the next AFTRA job booking if booked after 30 day grace period from first job. Some jobs receive benefit with residuals.
- BOOKED:** You have been chosen for a role. You have agreed to all terms, dates, conditions they require for the job. You **MUST** be available.
- BREAKDOWN:** Term that describes the role, synopsis, pay, casting director, director, dates involved.
- COMMERCIAL:** Just how it sounds. Commercials on TV. But can mean Internet Ad projects, Industrial Ads as well.
- COPY:** Lines/Script for a commercial
- INDUSTRIAL:** Project for internal company usage. Can air in stores.
- NON-UNION:** Means they do not abide by any rules or regulations by a union. They have the flexibility to negotiate their own terms between all involved. You do not receive residuals. They still have to abide by State rules.
- ON AVAIL:** This means you are agreeing to be available for a project and will not make plans that conflict with dates provided. This **does not mean you have booked** it. This can be bitter sweet words. Because, you have been chosen to be on hold but may or may not book.
- PILOT:** Term used for new possible TV show. May or may not be aired.
- PRINT:** Still photography for periodicals, advertisements, products, etc...
- PRODUCTION:** This is the crew, company that will be running the shoot for the project.
- SAG:** Screen Actors Guild. FILM based media. This is a Union in which you must have done at least one principal SAG job or 3 extra SAG (commercial) jobs to join. As a principal on a SAG project, members benefit from residuals while extras do not.
- SIDES:** Lines/scenes from the script for Film/TV.
- SPEC:** Term used for an idea of a project. They want to create the project before pitching to interested parties. Usually offers deferred payment, no pay, low pay. Not recommended for commercials.
- REP:** Short for Representation. Mostly means Talent Agencies, manager that represents you.
- THEATRE:** Stage Performances, Live Performance
- THEATRICAL:** This term is used for FILM (movie) not for Theatre.
- WARDROBE:** These are the people that work for the production company and deal with only clothes for talent. Make-up is separate.
- WEBISODE:** These are episodes for Internet Web channels. ie: Youtube, Vimeo, etc.
- + 10%, +20%,
+ 50%
- Any “%” may be posted on the rate. This is an incentive to only agents/mngrs. Please note that this is a bonus amount that goes directly to your agent/rep. This is **not** the commission you pay your rep. You will still pay commission to you agent/mngtr/rep for the gross rate you make. However, some agents work differently and may only take the +%. But that is at their discretion.



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On the Job Reference Sheet

This is for your own records.

Fill this form out to help reference info when you work a job to fill out their paperwork. Keep in a binder for along with proper documents so you have it prepared.

REPRESENTATION:

TALENT AGENCY: _____
Agent: _____
Address: _____
Phone: _____
Phone additional: _____
Fax: _____
Email: _____

REPRESENTATION (IF ANY ADDITIONAL):

TALENT AGENCY: _____
Agent: _____
Address: _____
Phone: _____
Phone additional: _____
Fax: _____
Email: _____

REPRESENTATION (IF ANY ADDITIONAL):

TALENT AGENCY: _____
Agent: _____
Address: _____
Phone: _____
Phone additional: _____
Fax: _____
Email: _____

REPRESENTATION (IF ANY ADDITIONAL):

TALENT AGENCY: _____
Agent: _____
Address: _____
Phone: _____
Phone additional: _____
Fax: _____
Email: _____

SS# _____

Passport# _____

SAG (if any) # _____



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Sites you need to connect to RSA TALENT

- 1) Actors Access
- 2) LA Casting
- 3) Cast It: Join the free membership. No need to pay for a subscription at this time.

You will need to change all your email addresses in these accounts. We create an email hub for you that is set to just forward to you and us. You will receive emails/notifications as you always do. We will just be getting automatically copied.

[First][Last]casting@rsatalent.net

ie: George Clooney
georgeclooneycasting@rsatalent.net

HOW TO CONNECT RSA TALENT TO YOUR CASTING ACCOUNTS

(IMPORTANT to do this or you will not be submitted)

ACTORS ACCESS: Tab 'my tools', 'Manage Representation', "CLICK HERE TO ADD REPRESENTATION",

Management: RSA TALENT

Division: Blank

Location: Los Angeles

Manager Name: Gina Nuccio

LA CASTING: You will need to call LA CASTING to request this addition

Or, email request to: support@castingnetworks.com

CAST IT: use link to connect to us - <https://www.castittalent.com/faf8029c7485>

Follow their instructions. You can add other agency