



M A N A G E M E N T

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## COMMERCIAL GUIDELINES

Play Management Inc. has developed one of the strongest and most reputable commercial rosters in the country. A contributing factor to the success of this department is due to the professional responsibility our clients maintain on a daily basis **on and off** set.

We like to make the process of auditioning to booking as smooth and fun as possible, but there are a few key elements that we ask of our clients. An audition is essentially a job interview, and should be treated that way. Below is a detailed outline of these requirements and expectations.

**AUDITION TIMES:** We are rarely given more than 24 hours advanced notice for auditions, which requires the actor to have a very flexible schedule. It's important that you make a habit of checking your messages throughout the day, as we need to confirm your attendance with casting before the end of business hours. Casting sessions are typically held between 9:00am and 6:00pm, Monday to Friday (although weekend sessions can be common as well).

**AVAILABILITY/SCHEDULING:** Its imperative that clients keep us abreast of their schedules when they will **NOT** be available. Whether it is a special event, holidays, or an appointment, please email us at least one week in advance to notify us of your unavailability. This will make scheduling of audition times a lot more efficient and hassle free, not only for you and us, but also the casting director.

**CASTING WORKBOOK:** The Casting Workbook is a secure online service that allows us to do all of our submissions electronically (opposed to hard copy, which is no longer common practice). It costs the actor approximately \$60.00 p/year for an annual membership, and its mandatory to sign up in order for us to be able to submit you. This service is used nation wide by actors, agents and casting directors. Feel free to check out their site at <http://www.castingworkbook.com/> They can be reached in Vancouver at (604) 205-5107.

**HEAD SHOT & RESUME:** you are required to take a headshot and resume to EVERY audition.

**SIGN IN SHEETS:** Every audition you attend will have a sign-in sheet. The content of it is pretty simple, but ensure you know ALL your measurements, Social Insurance Number, and Play Management's contact info. Fill out the form completely (or as best you can).

Becoming a successful, commercial actor is not difficult if you follow these simple guidelines. Most importantly have fun, be outgoing, and feel free to ask questions if you're unsure about anything.