



Faces4Film

Tel: +27 021 557 2808 | Cell: +27 084 557 2308 | Fax: +27 021 557 2397 | Email: info@faces4film.com | Web: www.faces4film.com

Featured, Background and Performing Artistes for Movies, Stills and Commercials

1. If your look is right for the movie/commercial, we will send you an AVAILABILITY message with all the following details:
 - a. Shoot date/s
 - b. Product/Movie Name
 - c. Net amount earned per day
 - d. Whether it is a day or night shoot

We can only send production portfolios of available people. When you say you are available you are committing to the project. It means you are available all day at the rate and for the product already stipulated. A lot of work goes into getting you on set. If the date comes around and you do not pitch, phone me 15 minute before the time adamant you cannot be on set and so on, you will be removed off the data base.

We cannot let everyone know when they are not confirmed. As you can imagine, many times I will submit over 100 artistes. And then one of many things can happen; a job falls through, only a handful of people are selected, the brief changes etc. Sometimes, life happens & something comes up, and you will wonder what to do as you have stated you are available. Please just call me & discuss it with me. This can pose problems, but even a quick email can solve it. (info@faces4film.com). Once you are confirmed, we will contact you immediately with the details we have:

Call time: This is the exact time you are expected on set. Latecomers can/will be turned away without remuneration. Also remember that call time can be early. Be prepared for this. Punctuality is an absolute must.

Location: This will usually be in or around Cape Town CBD. If the shoot is happening more than 45km's from Cape Town, transport from Cape Town should be provided. Very important note: It is your responsibility to get to set or to the pick-up point and it is your responsibility to get home again. This includes the ability to make use of a map book, GPS, etc. Call us only if you are lost, but this should not happen if you plan your outing in advance. If you make a habit of this we will have to re-consider representing you.

Wardrobe: This will be the brief of what clothing options to take with you, dependent directly on the scene they will be shooting. Try to always take 3 outfits with you. Do not go empty handed, but also your purchases will not be reimbursed, so do not go shopping especially. Primarily this cuts wardrobe time, meaning finishing earlier than if every artist's wardrobe has to be considered on set.

2. When arriving at base camp/set/location, the first thing you need to do is find the cast coordinator or the assistant director.
 - They will ask you to sign in. (This is a very important process. So is signing out at the end of the day. It is the only proof that you were there all day, and without those two signatures it is impossible to get paid. DO NOT forget this. On a movie, you will be presented with a CHIT, as well as signing in and out. This is a receipt, so safeguard it.)
 - After you have signed in, wait for further instructions.
 - Usually after signing in, you should go get your wardrobe done. Then go have breakfast if it is an early call time. (Before 7 am)
 - Please try and get your wardrobe done as fast as possible.
3. Please follow instructions professionally. Every shoot is different, according to project, production, scene etc. They won't be telling you to do something if it wasn't important. (If there is something you are not comfortable with then feel free to call us. Never allow anyone to force you to do something you don't want to do. But don't make a scene either; allow one of us to deal with it to protect your name and future job possibilities.)

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4. Please, please, please do not just walk off set. If you need the bathroom, or if there is an emergency, make sure someone knows about it. If you leave before wrap time, you will not be paid.
5. Just as an additional note, whenever you go to set, have your ID Number/passport number, your income tax number and your bank details at hand. It won't always be required, but it is professional to know this when asked.

Wrap time is the end of the day. Do not ask when this is. Although no shoot runs for a set period of time, always prepare yourself for an 11-12hr day, (with the option of 2-3hrs overtime.) That is what your day fee pays for. Overtime will be calculated on the basis of your day rate, and this will be any hours over and above.

Also, don't ask when you are going to eat. It will happen. They have to offer you a meal every 6hrs & also provide snacks, which will be available at the extras craft table. You don't eat before the crew, they eat first and you eat last. The reason for this is because they need to rig up different sets all the time. Please do not eat from the crews table as this will start an infamous trend.

Don't take a smoke break without permission, and never light up on set. (And one more lesson to take into life, do not just flick the butt anywhere, use bins provided.) If it is a non-smoking area, adhere to it.

Never walk off set without permission or prior consent.

Never walk off set with props or costumes = you will be billed for them, or arrested if intent is proven.

Never take valuables to set, rather lock them in your car.

Cell phones... Hmm, what to do? Please remember when you asked to switch them off, actually switch them off. Silent mode isn't a secret FBI setting, we all have it. Unfortunately, when it rings on silent, it can interfere with the shot costing production money and also result in you and your colleagues having to do take after take.

PAYMENT can take between 30 and 90 days. We endeavour to pay you within 10 days from receipt of money.

Never discuss rates on set with anyone: booker, crew, colleagues or cast members IT IS HIGHLY UNPROFESSIONAL. Also, a lot of work goes into negotiations. And many factors can influence payment. (Ie: Your expertise, your skills, your look, how close you are to the camera, etc.) If you have questions, please contact us.

At times we send out hundreds of messages, so to receive 100 phone calls is impossible to regulate; our job will go much faster if we receive a sms as advised in the message from Faces4Film.

Do not bring family/friends to set with u.

DO NOT SAY YOU ARE AVAILABLE IF YOU ARE NOT ENTIRELY SURE: When we ask for availability over a period of time, rather tell us you are only available on specific days. Do not say you are available and when we call you make up excuses of why you will not be able to shoot.

Never give out the booker's phone number to your friend who wants to join the agency. Give them the office number – 021 557 2308.

Please Call Me will not be answered by any of the bookers. Company policy. +

Have the courtesy not to phone bookers on Sundays, holidays or after work hours.

If you're going for a casting or shoot bring with the appropriate clothes. Dressing the part is powerful, so keep this in mind.

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NEVER EVER give your phone number to anyone but your Agent. Production does not need to have your phone number at all!

Always keep a record of the shoots and the shoot dates that you do:

- Date of shoot
- Call time/ wrap time
- Product/Name of Job
- Location
- Travel time

Times go on, things change, people change etc. In my experience, the most successful artistes are those that come in for updates every 6months to a year. It is good for our relationship and it is good to keep your look fresh. But please remember, we work by appointment only.

CONFIDENTIAL