



Welcome to Boss Management - Fraser Valley!  
Please be sure to read through thoroughly  
and fill out all requested information

## BACKGROUND REGISTRATION

### PLEASE DO THE FOLLOWING:

1. Sign up for a free account with [AGENCY CLICK](#).

Follow [this](#) instruction guide when opening your account.

You will have the option to upgrade to an advantage account\* (\$7.99 / month or less depending on the package you select), but do not need to.

**\*The Advantage account automatically puts you to the top of casting submission lists, strongly consider this if you are serious about extra work!**

2. Send a [void check](#) or **bank authorization** to [christina@bossmanagement.com](mailto:christina@bossmanagement.com) for direct deposit.

3. Read the [Performer Information Package](#) completely and be sure to ask us any questions about things you are unclear on.

4. Fill out the [Performer Agreement Form](#).

You'll be instructed to enter your email address. Open your email and click the link sent to you by Hello Sign. Click on REVIEW DOCUMENT. Read, fill out and sign the form digitally. At Boss Management - Fraser Valley we are paper free!

5. Fill out the questionnaire for both [WARDROBE & PROPS](#). NOTE: these should be props and wardrobe you CURRENTLY have. These need to be items you already own and could use tomorrow if we called you. Please do not add items you do not have access to on a daily basis (ie: a boat, but it has no motor and is sitting at the cottage; it's not going to be any good to production).

6. Fill out the [SPECIAL SKILLS](#) questionnaire. Please only give us skills you feel comfortable doing. For instance, if you have a bad knee, please do not say you can play soccer.

**Using Yoga as an example:**

**Skill level Average** - I have been to a few yoga classes and know enough about it to be able to do it on camera for basic yoga

**Skill level Intermediate** - I attend Yoga classes all the time and am amazing at it.

**Skill level Professional** - I am so good at Yoga I teach it, or could teach it professionally.

7. Advise us if you have a **dog (or another pet)** that would be well behaved **on set**. We'll require your dog's breed and a good photo.

8. Advise us of any **CARS** you own that you can take **to set** (they pay a rental) and be used as a picture car. We require the make / model / year / condition and a photo (with no people in the photo).

**9.** Send us the photos listed below (See PAGE 4 for examples). We recommend wearing clothing that fits well, nothing too tight or too loose. Photos should be how you look everyday. Please **do not glam yourself up**. Good clear photos, portrait not landscape. **Do not send photos that include anyone but YOU in the photo.**

- Full length photo from the front (no posing, arms hang freely to the side)
- Full length photo from the back (no posing, arms hang freely to the side)
- Photos of your hands
- Head/shoulders photo smiling (look friendly in your photo!)
- If you have a professional headshot (not needed if you don't!) please also send a 'selfie' style photo of your **everyday look** (that is current).
- If you have photos of you in a special wardrobe (ie: tux or ball gown) that you would like added please send them too

**10.** If you have any **tattoos** that are not in a private area, we need photos of those. It's possible we may need a tattoo clearance form filled out if production feels they may see your tattoos on camera.

**WHEN YOU HAVE COMPLETED EVERYTHING PLEASE SEND AN EMAIL TO [CHRISTINA@BOSSMANAGEMENT.COM](mailto:CHRISTINA@BOSSMANAGEMENT.COM) INFORMING ME YOU ARE READY TO HAVE YOUR CALENDAR ACTIVATED ON AGENCY CLICK AND THEN BE SUBMITTED FOR WORK!**

Feel free to add in any questions, and if you are requesting we phone you to discuss anything, **PLEASE** include your phone number in your communication.

SAMPLE PHOTOS - SEND COLOUR PHOTOS ONLY

