

B O S S **Management Inc.**

Lights, Camera...Action!

Welcome to Boss Management! You are now about to embark into the exciting world of background acting. Our agency provides talent for film, television, commercial, print and video game productions shooting in British Columbia, Canada. We represent performers of all ages, shapes and sizes who are eager and passionate about working in the film industry.

Working as a movie extra is an exciting way to supplement your income and learn about the film industry. Let's get started! As a member of the Boss Management - Fraser Valley roster you are now represented by our dedicated team of agents for all available extra bookings in B.C. In order to provide you with plentiful background acting opportunities we require you to fulfill the following responsibilities.

UPDATE YOUR AGENCY CLICK CALENDAR REGULARLY

Agencyclick.com is the website our agency uses that allows our members to list their availability for work. This tool is used by casting directors and agents daily to submit available members for work. Performers are responsible for managing their online calendar to ensure it is correct. Failure to keep your calendar accurate will result in a loss of work. We require you update your calendar frequently (You can put up to 6 weeks availability and we require you list at least 2 weeks availability).

******Only list the days that you are completely available for the entire day with no other obligations. Do not mark your calendar in green unless you are 100% sure you are entirely free.***

Remember: GREEN means GO! BLACK means NO!

UPDATE YOUR PHOTOS REGULARLY

Good quality, current photos are the key to success in promoting our members to extras casting. Your photos are our tool to finding you work. As such it is important to ensure that your photos are current and accurately depict your "look". It is recommended that members update their photos every 6 to 12 months. Please send updated photos and selfies to christina@bossmanagement.com.

ARRIVE TO SET ON TIME – PREPARED TO WORK / HAVE A POSITIVE AND PROFESSIONAL ATTITUDE

As a member of the Boss Management - Fraser Valley roster you are representative of the agency and we represent you. Collectively working together as a team, we are united. Our combined work ethic, effort and professionalism will result in more opportunities for all.

RESPOND TO PHONE CALLS AND EMAILS QUICKLY

Once you have updated your online availability calendar, you will be submitted to casting directors for upcoming work. Many times, submissions are for the next day. If a casting director has chosen you and would like to confirm the booking, they will notify us, and we will contact you.

*****In order to streamline the process and keep the booking procedure efficient, it is important you return phone calls and emails as quickly as possible. If we are not able to reach you in a timely fashion, you will lose work. *****

KEEP TRACK OF YOUR DAYS WORKED

It is your responsibility to manage your own bookings. It is common for our members to work multiple days, on multiple shows, for various hours. Keep a master list of the shows, dates and hours you have worked. Also make note if you supplied pets, vehicles or props.

BOOKING PROCEDURES

Your agent will approach you with two types of inquiries: the availability check and booking call. It is important to differentiate these inquiries, and to understand their meanings.

AVAILABILITY CHECK: a call / email / text to check your availability, if you are available your agent will submit you to casting for approval. We will call you back if you are confirmed OR approved by production. If your availability changes, please be sure to inform your agent ASAP.

BOOKING CALL: a call / email to book you for work. (eg: 'You are confirmed for...'). When you are booked on a production you will be given both preliminary and official call times the evening before the work date with all the relevant information you will need.

ONCE YOU ARE CONFIRMED FOR A BOOKING YOU ARE OBLIGATED TO FULFILL YOUR COMMITMENT. Never say your available unless you are certain you are able to work the entire day, we would rather you decline the booking than cancel at the last minute. An 'AVAILABLE' day on your calendar means a free and clear 24 HOURS for that day and night with nothing else going on.

WARDROBE

When you are booked to work on a film set you will be cast to portray a character. For example: college student, cocktail patron, city street passer-by...etc. As such, you will be required to provide a costume for your character. This means you are obligated to bring clothing with you to set when you are booked for work.

As a background performer you are expected to bring a minimum of three full outfit changes of wardrobe each day. This should include accessories, hats, footwear and outerwear options. You should arrive to set wearing your BEST outfit and have two additional changes with you in your wardrobe bag.

Clothes must be clean and pressed, preferably in a wardrobe bag and not crumpled in a knapsack or gym bag.

Each production's requirements will vary slightly but please remember the following standard guidelines for wardrobe:

- No black wardrobe
- No white wardrobe
- No bright colors like red, yellow or orange etc...
- No visible logos or advertisements on wardrobe or shoes

PRODUCTION SERVICES TAX CREDIT

The production service tax credit is a labor based tax incentive that provides refundable tax credits to Canadian or International film productions. For productions to be able redeem their tax credits they must prove that the labor they hire are B.C. residents.

Production requires you to bring a photocopy of your most recent tax notice of assessment (with the numbers blocked out) to each set you work on. If you do not have a notice of assessment, you need to bring photocopies of two pieces of government issued identification and two utility bills.

Examples of acceptable government issued ID are:

- **Driver's License (valid/current/2009 issue or later)**
- **BCID (valid/current)**
- **Passport (valid/current)**
- **Citizenship Card (valid/current)**
- **Care Card (valid/current)**
- **Social Insurance Card (valid/current)**

Examples of acceptable utility bills are:

- **BC HYDRO**
 - **FORTIS BC GAS**
 - **SHAW CABLE**
 - **TELUS PHONE**
- **Lease Agreement (for a rental property)**
 - **Property Tax Notice (for home/property owners)**

If your bills arrive online print a copy and make sure your name and address are on the print out. If you live at home or with a roommate you can photocopy their utility bills.

Minors under the age of 19 must bring a photocopy of their parents Notice of Assessment.

CALL TIME INFORMATION

Due to union by-laws and employment restrictions our agency never has your exact booking details until the night before your booking. Exact time, location and wardrobe notes are distributed the night before your scheduled commitment.

A call time is defined as the time you need to sign in with the on set background coordinator at extras holding. Simply defined it is the time you need to arrive at work and check in with your contact.

Call times arrive the night before the work date between 6:00pm and 12:30 am. During that period, you will receive a detailed email containing information for the work date such as location maps, wardrobe requirements, times and contact names. Once you receive the email you are required to confirm by stating your name and your call time.

It is mandatory for you to confirm the call time information verbally before 11:00 pm.

PAYROLL

For our background booking service, the agency charges between 10-15% plus GST commission on the gross pay which includes time worked (straight, overtime, double overtime, travel time, and meal penalties). Commission rates vary depending on the rate production pays its performers.

A \$25.00 plus GST yearly admin fee is taken off the first cheque of the year every new calendar year. This government regulated fee is used for administration and it covers the expenses not involved with booking such as data entry, photos, paperwork, etc.

DIRECT DEPOSIT – Cheques from productions on average arrive to the agency 14 business days after the date worked. Boss payroll is done throughout the week and direct deposited on Wednesdays and will arrive in your account on Fridays (You will be able to view what you will be deposited via your ledger).

You are responsible for keeping track of your payments. Write down your hours, show names and dates.

If you wish to have your payroll stubs mailed out you have the option to register for our mail out service. You will need to provide us with Self-addressed Stamped envelopes. Or, you may come into our Vancouver office once per month to pick up your stubs. Please understand this method will be subjected to the unpredictability of Canada Post. Hence, if you are anxious about your pay stubs, you should not choose this option.

DEFINITIONS ON A FILM SET

A.D: Short for Assistant Directors. There are usually four ADs on each production; the 1st, 2nd, 3rd and Trainee AD.

Background Action: Called out by the ADs to cue the Extras to begin their movement.

Blocking: Coordinating the movements of the Actors, the camera and the Extras.

Call Time: The time you are to report to work. Please note that call times are always distributed the evening prior to the day you are scheduled to work.

Camera Ready: To arrive at work dressed in the requested wardrobe with your hair and makeup done or clean shaven, unless requested otherwise.

Catering: The area or vehicle where lunch is served. Please note that lunch is not served during the typical lunch hour - it is generally served six hours after the crew has started working.

Circus: The vehicles and trailers that house washrooms, dressing rooms, the Costume, Hair and Make-Up departments as well as the ADs. Also referred to as "Honey wagons" or the "Unit".

Continuity: The requirement to maintain consistency within a scene. Wardrobe, hair, makeup, props and the people themselves all must remain the same once established in a scene.

Craft Service: The area where light snacks and beverages are available during shooting. Please note that there are often separate craft service tables for crew and for Extras.

Crew Call: The time that the crew begins work.

Extras Coordinator: A crew member who coordinates the Extras on set. Also referred to as "Background Coordinator", "On-Set Coordinator" or "Extras Wrangler".

Extras Holding: A designated area where Extras are asked to wait until they are required on set.

First Marks: Called out by ADs to tell Extras to return to their beginning positions. Also referred to as “Number Ones”.

Night Shoot: A booking that will require you to work all through the night and wrap during the morning hours.

PA: Short for Production Assistant.

Prop: An object to carry or hold during a scene.

Push / Pull Call Times: Often when productions shoot later or finish earlier than expected the call times for the next day have to be adjusted - either “pushed” to a later time or “pulled” to an earlier time. If this happens you will be contacted with your new time.

Roll Sound: Called out by the 1st AD to initiate sound recording.

Sound Speed: Called out by the Sound department to confirm that they are recording sound.

Stand-Ins: The men and women who take the place of the Actors during lighting set-ups. Also referred to as “Second Team”.

The Union of BC Performers: UBCP is the trade union for performers employed in film and television productions in British Columbia. As well, they are the British Columbia branch of the Alliance of Canadian Cinema, Television and Radio Artists (ACTRA) Performers Guild. Productions are required to hire a limited number of UBCP Extras per day and all remaining Extras are paid non-union wages. Please visit UBCP for more information.

Wrangler: The person you check in with at the beginning and end of your shift. They’re usually sitting at a desk in the Background Holding tent and will give you most of your instructions while you aren’t physically on the film set. Also called Extras Coordinator.

Wrap: The end of your workday. Never leave set until you are told you are wrapped and have signed out. Please note that in order to be paid you must sign out on your timesheet before leaving.

Some Important Things To Know:

NEVER talk to the actors!

NEVER bring your cell phone on the film set. If it rings it will be very embarrassing, disruptive, they may have to re-shoot the scene, and you could even be sent home. Even vibrate mode can be picked up by sensitive sound equipment!

NEVER take photos while you are working BG or you may be sent home!

NEVER look directly into the camera during filming!

BE ABSOLUTELY QUIET during & in between takes. The sound equipment is extremely sensitive and will pick up everything, including whispering

Bring a book / playing cards. There's often a lot of down time.

Bring a portable phone charging power bank. You could be on set for many hours and there's usually nowhere to plug in a charger.

Bring layers to keep warm. Background holding tents are generally outside and not necessarily heated. Bring a warm coat, gloves, whatever you need to stay comfortable.

You'll recognize the experienced Background Performers. They'll usually have their own chair and a blanket!

Being an Extra can be a fun and rewarding experience. You get to see what happens behind the scenes of the TV and Movie Industry and just how much work goes into filming a production. You will also have the opportunity to meet people of all ages and from all walks of life. Being organized and respectful will ensure that you enjoy your experience and they enjoy having you on set. It seems like a lot of information to remember, but don't worry....after a few gigs you'll feel like a pro!