

POLICIES

Availability:

It is mandatory that we have your available work **schedule communicated** to us. If you find yourself having to change your schedule call us immediately at (818) 972-9474 ext. 3. Each week a schedule will be relayed to you showing your schedule on file for the following week. Do not wait for this schedule to make your availability changes, only call in if the schedule we have for you is incorrect in any way. **Do not consider yourself unavailable for requested dates until you have received a response from us.** You may also check your current schedule at anytime on your online profile at www.extrasmanagement.com. A login and password will be sent to you within 48 hours of registration.

Confirmations:

You are required to confirm all bookings. Failure to do so will be treated as a cancellation of the booking. You should **respond immediately** to the text, email, with the following information; **your first and last name, the name of the job you are booked on, and the date of the booking. It is only necessary to respond once** and it is important that you respond via the means by which you were notified. If you cannot respond to a text or an email, please call 818-972-9474 ext. 4. Please confirm immediately and no later than **8pm** or you run the risk of being replaced. ONLY CONFIRM ONCE PER BOOKING.

Recalls:

If you are recalled, call us immediately. Never replace yourself with another extra on a show you have been booked on.

Work Cancellation:

Cancellations are only accepted if you have a recall, are very sick or have an extreme emergency. If you find you have to cancel, you must call us immediately. Cancellation of work because of your failure to notify us of your schedule is grounds for termination of our services and you will be sanctioned by the casting company that booked you. Proof of incidents may be asked of you (doctor's notes, tow truck receipts, etc.). If you cancel a job for any reason, your account will be submitted our review board for examination and emailed the outcome of the investigation.

No Shows:

If there is **any** possibility of a problem with you being on time, contact us immediately! We will try to help you to work it out with the Casting Agent. Your failure to do so may result in termination of your service as well as possible termination by the casting company that hired you.

Tardiness:

Being late is not tolerated on any set. If you are late, you run the risk of losing that job and potential future work from the company that booked you.

Direct Calls:

If a casting director calls you directly or you are otherwise booked directly, you should first call us to confirm your availability and insure you are not yet booked or have the casting director contact us directly. Just because you have not yet been notified, does not mean that you are not booked! This is to avoid double bookings. Failure to do so will be treated as a work cancellation.

30 Day Check-First: A '30 Day Check-First' is a disciplinary action we may take if you fail to adhere to any of our policies. Being placed on a '30 Day Check-first' results with you being made unavailable in our system for a period of 30 Days. In order to be submitted for work **you must** call in daily to make yourself available. If you fail to call, you will remain unavailable and **will not** be submitted for work. You will be billed for those 30 days.

Other Fees:

A handling fee of \$15.00 will be charged on all returned checks. A \$10 late payment fee will be assessed on all balances over \$30 at the end of the month.

Failure to adhere to any of these policies could result in possible termination from *Extras!* Management's service immediately.
If you are terminated for any reason there will be no refund.

The casting directors EXPECT our clients to BE RELIABLE. Please consider this when registering!

I hereby certify that I have read and agree to the terms and rates of this contract. I understand that *Extras!* Management is a calling service and not a casting agency and therefore does not guarantee work.

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Date

Print Name

Signature