



THE BOOKING PROCESS

Submissions for Jobs

When a casting director contacts us, either electronically or by phone, we review the roles and submit our actors that fit each category. Once you are submitted, it is up to the casting director to decide whether or not you can audition. You will most likely be submitted electronically so it is imperative that your 800 Casting Profile is current and marketable.

You will Receive a Call and/or E-mail to Schedule Your Audition

Once you have been requested by a casting director, we will e-mail you immediately with any information that is available to us about the job. If we don't get a response in a timely manner, we will follow up with a phone call. It is imperative that you respond quickly so that we can schedule your audition. **Confirmations are required for every audition or booking.** We will tell you as much as we know about the job: the audition date, dates, location, and time, the role and project for which you will be auditioning, the contact person, the rate, and the date(s) of callbacks and production. E-mail is very efficient because everything you need to know is usually available for you to review and print.

Availability

It is extremely important that you are **available for all the dates** given to you before you audition! If you have any scheduling conflicts, please tell us up front. If several dates are given and you have a conflict on a portion of those days, we will let them know before you audition and they will decide whether to see you or not.

Preparation

Preparation promotes confidence. If script is available ahead of time, know your lines. Dress the part including hair and make-up. Be sure you have the proper address and directions. Use Mapquest. Keep extra photos and resumes in your car. And finally, remember to keep a calendar book with all your appointments clearly detailed.

The Audition

JTA has always taken pride in the good attitude and professional demeanor of those we represent. Go to an audition or assignment well-prepared. Treat everyone with courtesy. Take responsibility for yourself and your performance. Perform to your highest ability. You are a professional. (See **"Slate Your Name and Agency, Please"** for comments from Casting Directors.) Following is an additional list of Do's and Don'ts.

- ▶ Know your lines if script was provided.

- ▶ Arrive a few minutes early. If script wasn't provided prior to the audition, ask if it's available when you arrive and do your best to absorb it. Also, see if there is a story board on display. This will give you a feel for the look they are wanting.
- ▶ Always take photos and resumes with you. The casting director gives them to the client.
- ▶ Do not wear heavy cologne or perfume. We have had complaints from clients; you never know who has allergies, migraines, etc.
- ▶ The audition begins the minute you walk into the door of the waiting area and ends when you leave the building. Conduct yourself with professionalism.
- ▶ Do not talk too much while waiting. Use your time to get centered and prepared for the audition. Do not gossip or complain. Be courteous to the contact person but let them do their job.
- ▶ Leave when you have finished auditioning. Do not stay and visit with other actors—go out to the parking lot, a nearby coffee house, etc.
- ▶ If it is a SAG audition, you will be asked to sign out.
- ▶ If you are scheduled for an audition and can't make it due to car trouble, traffic problem, sudden sickness, etc., please call - ***don't be a no-show!***
- ▶ Don't go to an audition if you are sick! Chances are you won't make the impression you want to make, and you may infect others in the process. Call us and book out, take care of yourself, and let us know when you're better.

Congratulations, you got the job!

When you are booked, we'll call and give you all the information you need. Your contact information will be provided to the production company who may call you with additional information regarding wardrobe, call times etc. Note: Sometimes actors are put on "first refusal" before they are actually booked. This means that you are in the running for this job and the client wants first refusal in the chance that you could be booked on another job happening at the same time.

Vouchers/Production Report

If you working on a non-union job, be sure to bring a Voucher with you to the set and have someone in authority sign it before you leave—*especially if you worked overtime*. Submit it to JTA within 3 days. We create an invoice based on the information provided by the casting director prior to the job as well as any additional information you provide in your voucher.

Feedback

If a casting director, producer or director, calls us with feedback, your agent will always call you. Additionally, it is permissible for you to occasionally ask for feedback. We'll do our best to find out what we can if feedback is readily available.