



WELCOME TO JTA

We look forward to working in partnership with you. The following pages contain information which, based on our experience, is not only valuable, but necessary. Thank you for your patience, dedication, talent and support. We appreciate you taking the time to familiarize yourself with our policies and expectations.

Exclusive Contract

The JTA contract is exclusive. In other words, you can't have an agent in Atlanta or Wilmington or Columbia and us too. The contract is for one year and is self-renewing unless ended by either party. This can be done by a letter stating the desire to dissolve the relationship.

JTA Responsibilities

- ▶ To secure auditions and contracts for you, to the best of our ability.
- ▶ To counsel with and advise you on photos, training, work, etc.
- ▶ To use our professional experience to determine what roles are right for you.
- ▶ To collect your fees for services rendered.
- ▶ To pay you as soon as we have received payment, less our commission (non-union).
- ▶ To make sure you are paid properly, whether it be union or non-union.

Player Responsibilities

- ▶ To set up your profile on 800 Casting, pay the annual fee, and keep it current.
- ▶ To provide multiple copies of professional photos and resumes, attached.
- ▶ To provide other "tools of the trade" as needed (ie, demo reels).
- ▶ To check in with us regarding your supply of photos/resumes.
- ▶ To check your e-mail and voice mail and respond quickly when you are contacted.
- ▶ To bring your photo/resume to auditions.
- ▶ To always be professional.
- ▶ To strive to improve your skills through workshops and classes.
- ▶ To send in a voucher as quickly as possible after completing non-union jobs.
- ▶ To send us a copy of your check stub if you get paid directly so that we can be sure you've been paid properly.
- ▶ To pay us our commission when you've been paid directly on current jobs or residuals.

Commission

Union jobs - 10%

Non-union jobs - 20% Payment usually takes 6-8 weeks.

Rates

Union rates depend on national or GA regional code, length of run, number of markets, etc. Non-Union rates vary from job to job.

Residual Payments

We are due the same percentage on residuals that we receive on first runs.

Photos and Resumes

[For Resume Guidelines refer to the [Resume Information](#) document.]

If you already have photos/resumes, let us have a supply (10-20) of them, along with other materials you may have.

If you don't have photos/resumes or need updated photos:

- ✚ First, book a session with a photographer. We can make suggestions. Please note that not every photographer can shoot an actor's headshot. The photographer will talk with you about wardrobe/hair/makeup.
- ✚ Many photographers are shooting digitally now, and will provide either a CD or a website for viewing proofs. If your photographer uses film, you will receive a contact sheet(s). In either case, we will need to look at them to make selections as to what will work best for you. To give all the agents a chance to look at them properly, give us a few days. The ultimate decision is yours as to what you use as your headshot. However, we've been doing this for a long time and know what works. Also keep in mind that 1)we see ourselves as a mirror image and 2)as a parent, we see our child differently - your favorite shot of your sweet precious may not be the best one to sell your sweet precious.
- ✚ Once your 8x10 has been selected, you will need multiple copies. We can suggest the best place to get multiples based on your needs.
- ✚ While waiting for your multiples, work on your resume. If you need help, please ask.
- ✚ When you receive your multiples, attach your resume (make sure JTA is on it, as requested by the casting directors).
- ✚ Get a supply to us (10-20). Also keep a supply for yourself. You will need to take at least two copies to every audition.
- ✚ Please remember to keep our supply stocked and current.

800 Casting

Joining 800Casting is required. This program provides greater exposure for our talent while satisfying the requirements of casting directors and other clients to submit talent electronically. To register, please go to:

<http://800casting.com/AgencySignup/NC-252.aspx> Pay the annual fee, set up your profile, add pictures and videos and update your resume regularly.

Demo Reels

All of your audio and video footage needs to be uploaded to your 800 Casting profile. We have contacts to help you convert that material.

Tax Forms

[See [Where's My Check](#) for more information on our accounting process.]

- ✚ 1099 Misc. Income forms will be issued if one is paid \$600 or more by JTA checks in a calendar year. This means if you book a job in late November and checks are cut in January, it will be included in the new year. If you are due a 1099 Form, you should receive it by February 15.
- ✚ W-2s will be issued by the paymaster on SAG jobs.

Maps/Directions

Enclosed with this packet are maps/directions to some of the places you may go for auditions/job. Keep these in a good place to refer to them as needed. (One idea is to keep them in a folder with the supply of photo/resumes in your car. As you receive new/update directions, add those to this folder. This is also a handy spot for vouchers.)

Other Info You Should to Know

- ✚ Call us and book yourself out if you will be unavailable due to a vacation, a play, a temporary work situation, the flu, or whatever. You can also do this through 800 Casting.
- ✚ If we ever call for a job for which you are uncomfortable, let us know right then and we can discuss it with you. (ie; breast cancer commercial, teen-pregnancy PSA, cigarette photo shoot, etc.)
- ✚ If you ever have a question, please call us.
- ✚ Please let us know immediately if any of your contact information changes and be sure to update your 800 Casting profile. It's not our job to track you down, nor to track down a check sent to the wrong address!
- ✚ Please refrain from the "what's going on/coming up" calls. If there is something for you, we will call you. Remember - we don't make money if you don't make money!
- ✚ Please make a point of visiting your agents office **by appointment** unless it's for the following reason: 1) Dropping off pictures or demo tapes or perhaps a lovely gift in the shape, taste and appearance of chocolate to celebrate your recent booking, 2) Signing contracts, 3) Picking up sides if you can't print them from the e-mail we've sent.
- ✚ Refrain from talking to other actors about auditions you've attended, especially if they are (or think they are) similar in age/type as yourself.
- ✚ If you hear of an audition and you were not called, trust us. If you indeed are the right age/type, then your name was submitted to the casting director. If the casting director doesn't request you, we cannot

send you. Other reasons could come into play, such as product conflict or it not being in your best interest in the long run.

- ✚ Bottom line: If you don't make money, we don't make money. And if you don't trust us, you don't need to be represented by us.
- ✚ If you feel you have a bona fide lead on a project or a role of which your agents might not be aware, call or email what you know about the project: name, contact information, how to submit, etc.
- ✚ If you are called directly by a casting director or producer, it is appropriate to tell them to call your agent. Then you need to call us and make us aware of the situation.

Important Information About Kids in this Market

- ✚ This is a business that kids need to be in because they like it. If ever a child does not enjoy auditioning or working, it is time to reevaluate things.
- ✚ Provide a small supply (10-20) of photo/resumes for our office and be prepared to get new photographs periodically. Children change so quickly, don't they?
- ✚ Update their profile on 800 Casting regularly every six months.
- ✚ National statistics show children between 6-10 years are the most frequently booked, and are cast in 1 out of 10 auditions.
- ✚ Children don't "win" or "lose" at auditions.
- ✚ Don't spread the word about auditions. There are reasons why one child is called and not another. It is easier to avoid hurt feelings than to try to heal them.

Referrals

If you refer actors to JTA Talent, please remember: JTA's adult department is not actively seeking new talent. We rarely take on "developmental" actors who have few credits. But we do encourage diversity and are open to meeting talent who have a different look or can speak Spanish or other language. We are very selective and pride ourselves on having a moderately small book of talented actors. The proper procedure is to have them go to our website to submit electronically. If you know their work, please call us to recommend them so we can watch for their submission.

Note: We get a limited number of time slots for auditions. It's not in your best interest to refer someone to us with a look that is similar to yours.