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## Policies and Procedures

*Once signed with the Littman Talent Group, please follow the instructions below and take note of our listed client policies:*

**1) POST PICTURES AND RESUMES ON THESE WEBSITES:**

LA Casting: [http://www.lacasting.com/la\\_home.asp](http://www.lacasting.com/la_home.asp)

Casting Frontier: <http://castingfrontier.com/>

For talent with existing LA Casting profiles, send an e-mail to [change@castingnetworks.com](mailto:change@castingnetworks.com) with a request to have your profile moved to the Littman Talent Group. It will be moved within 48 hours.

For Talent that does not have an existing LA Casting profile, go to [www.lacasting.com](http://www.lacasting.com) and select "Talent/Join Now." You will be asked if you have an agent. When selecting "Yes," you will be asked for the Agency Code to bypass set-up fees and the profile you create will automatically be added to LTG. Our Agency code is: **LA Casting code is: 90c7737**

You are required to add an e-mail address while creating talent profiles. For us to be able to forward audition times and information to talent, there must be an e-mail address in your profiles. Please make note of your username and password to access your profile.

Talent must login to their profiles to enter their resumes, photos and information.

For all talent: You are able to add one photo at no charge within the next 30 days. Charges will apply for any additional photos. The talent you create profiles for are able to upload their free photo by e-mailing [photos@castingnetworks.com](mailto:photos@castingnetworks.com) or by coming into our kiosk at 200 S. La Brea. Talent that have existing profiles moved to your agency will receive instructions for the free photo via email.

For only LA Casting will you spend money to post pictures (the first posting for the primary/premiere picture will be free). Post one free picture on Casting Frontier and two free images on Actors Access (you will be charged for additional postings on these sites). If you want to add more pictures to any of these sites (rates will vary), we highly encourage you to do so (the more options for the agents, the better).

NOTE: Before posting pictures, please be certain that your agent has perused all current headshots and made suggestions for primary and alternate pictures.

NOTE: Each casting site has extensive lists related to current physical statistics, experience, and skills. Please take the time to answer all questions honestly and thoroughly. It is also imperative that headshots remain current and updated; if you no longer look like your images and listed physical statistics are no longer applicable, we will be unable to submit you as this will be misleading to casting directors.

- 2) **AUDITION CONFIRMATIONS:** This is a very, very important aspect of being a LTG client. You will receive audition times and information by phone from us. If we reach you, we ask that you write down all necessary information and then confirm that you will be able to attend the audition.

If we do not reach you, you will be left a detailed voicemail with all relevant audition information.

At that point, you must call the agency within four hours (or before closing, whichever is sooner) to confirm that you will attend the audition (or to cancel or ask for time changes: please see # 4 below). Under unique circumstances, if you cannot confirm within the two hour timeframe or by the end of the business day, we must, without exception, receive a return call from you by 9 A.M. the following day. You are always free to call after-hours.

NOTE: Repeated lack of timely confirmation can, and will, put client status in question. When you do not confirm, we are left vulnerable to cancellations with casting directors who may deny further auditions to you and other agency clients.

- 3) **CALLBACKS/SHOOT DATES:** Either when receiving the audition time/day information from us, or when you are at the audition, please take note of all callback and shoot dates, being certain of your availability should you be asked to audition further. At the audition, these dates will be listed on the information board. If you find you are unavailable for the callback or shoot dates, please inform respective agent.

- 4) **AUDITION CANCELLATIONS/CHANGES:** We highly discourage cancellations whenever possible. Cancellations can frustrate casting directors, making it difficult for you to be submitted again, as well as for other agency clients. However, we know that the unforeseen happens. If you cannot make an audition, we must be notified as soon as possible.

TIME FRAMES, or WINDOWS, are generously offered by casting directors to make auditions easier for talent. Time frames are open time periods during which you are allowed to arrive at any point during the time period. They are not

offered by all casting directors or even on every job from a specific casting director. Please ask for time frames only in extreme cases: very often, they are offered but discouraged by the casting director for the sake of order at the audition. AUDITION CHANGES are time-consuming for the agency and casting directors. Particularly, they take your agents away from submitting you for work. However, in unique circumstances, we can phone the casting director for a time change if there is no time frame/window already offered. We highly discourage this request unless absolutely necessary.

- 5) **BOOKOUTS:** Another very, very important duty as a client is to inform us of any, and all, periods in which you are unavailable to audition. We need this information as far in advance as possible. Bookouts can include partial days of unavailability to full days or weekends to weeks or months at a time. Booking out is not problematic for the agency, but failure to do so is. If you have not booked out, we may still be submitting you, resulting in needless and problematic cancellations.  
Bookouts should be e-mailed to your respective agent. Remember: we can be reached via e-mail or office voicemail at all times.  
NOTE: Consistent failure to book out can, and will, put client status in question.
- 6) **SAME-DAY AUDITIONS:** Same-day audition requests are a reality of the commercial world. We do our best to phone you with audition information as early as possible, but it is not uncommon to be called with last-minute interviews. As with all auditions, we ask that you do your best to make the time work. If your schedule does not allow for same-day auditions, we must know this as soon as possible and we will submit accordingly.
- 7) **SIDES/COPY:** Sides, or copy, are the lines/dialogue of the audition. Casting directors often make these available before the audition. It is your job to go to LA Casting, click on "Sides: Download Free," sign-in, and then search for the sides under the commercial title heading and/or the casting director's name.
- 8) Please do not submit yourself on breakdowns through LA Casting or Actors Access; this can lead to double submissions, which can confuse casting directors and lead to no audition at all.
- 9) We submit you for all appropriate auditions: this means that while you may see yourself in a wide variety of potential roles, we prefer you trust in our knowledge and experience in this department.

The Industry works at its own pace, thus you may experience long periods without any auditions, and other periods with much activity. Generally, there is no rhyme or reason as to why. However, if we think a change of look and pictures might make you more commercially viable, we will recommend this and direct you to photographers and offer suggestions to make new pictures more accessible and/or specific (we are very sensitive to financial concerns, so we will

always recommend highly respected photographers at many price levels). Always know that you ARE being submitted, and you are not forgotten, if you experience a slow period.

NOTE: Please remember rejection in the business is normal and to be expected. This rejection is not personal and there are many factors involved in the casting process that have nothing to do with you or your audition, trust us!

10) **In the state of California you are allowed only one commercial agent.** If you also have a manager, the manager is not allowed to submit you for commercial auditions. We will act as your commercial agent in handling all submissions, contracts, renegotiations, and payments while you are represented by us. You are considered represented by LTG unless we receive a written notice delivered by certified mail stating that you wish to leave the agency. If no certified letter is received LTG will reserve the right to collect commissions, negotiate, and renegotiate all commercial projects until written communication is received. (If you are signing with more than one division the above applies to ALL divisions you are represented under).

11) **LTG Commission Structure:** We adhere to the Industry Standard for Commissions and Agency Fees regarding SAG Commercial, Non-union Commercial and Print payments. The Standard SAG Commercial Commission is 10% of the gross pay. For all Non-union and Print jobs, the Standard Commission is 20% of the gross pay, because it is one time buyout and non residual bearing. At times, you may see on your booking contract your gross pay + a percentage (eg: 1200 + 10%). The extra percentage is an incentive for the agency to work on non-union and print work, which, unlike union work, is generally lower-paying and non-residual bearing. Very often, this percentage is non-existent, or at varying percentage rates (from 10-20), but this percentage has no bearing on the agency's 20% Agency Fee of the gross payment. This structure, again, is Industry Standard.

12) Please remember that the commercial business, like all aspects of the entertainment industry, is competitive. You must work at the top of your game to stay competitive. We ask for no less than absolute professionalism: a can-do attitude concerning auditions and times, staying in close touch with the agency regarding confirmations and bookouts, arriving at auditions early and prepared (dressed appropriately and familiar with any sides), and overall doing your very best to make it easy to submit you by staying current with all requirements above.

**I HAVE READ AND UNDERSTOOD THE POLICIES AND PROCEDURES DOCUMENT AND AGREE TO ALL THE TERMS STATED ABOVE.**

\_\_\_\_\_  
Client Signature (Parent/Guardian if client is a minor)

\_\_\_\_\_  
Date