



Welcome to the Central Casting Family! You are now part of Hollywood history!

In this packet you will find a few guidelines and FAQ's that will help you understand how Central Casting operates and what we expect from our talent. Please take this home and read through it carefully.

Very important to know and have handy at all times:

(504) 684-2550 – Emergency & Main Office Number

LouisianaInfo@centralcasting.com – Profile questions & updates

"Central Casting Louisiana" on Facebook – Like it for Job Postings

Central Casting is the leading background actors casting company in the United States! Central Casting has been providing the entertainment industry with background talent for 90 years, offering a full range of background services for every type of production from offices in Los Angeles, New York, New Orleans, Atlanta, and On Location all around the country!

Registration

Registration with Central Casting

When you register with Central Casting, you become part of the largest actor's database in Hollywood. Although we cannot guarantee work for anyone, being part of our database offers you the opportunity to be considered for background and small speaking roles in feature films, television shows, commercials and many other projects.

The Registration paperwork consists of the following:

- Registration form / Attribute List – These forms include all your personal information. This information will be used to create a database file for you. Please make sure all information is accurate and remains up-to-date.
- W-4 – This is important tax information. This will become a record copy and will remain on file with our corporate office. Please note: We cannot provide tax advice or direct you on how to complete this form. You will have opportunities to adjust your tax information on your payroll voucher.
- Harassment Policy – Central Casting does not tolerate harassment of any kind. Please read this policy carefully and follow the instructions listed to report any cases of harassment.
- Anti-Piracy & Confidentiality Policy – It is extremely important that you read this policy carefully. Central Casting will strictly enforce this Anti-Piracy and Confidentiality Policy.
- I-9 Form - Central Casting is a participant in the E-Verify program. We will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's I-9 form to confirm work authorization. Note: If the government cannot confirm that you are authorized to work, we are required to provide you with written instructions and an opportunity to contact the SSA and/or DHS before taking adverse action against you, including terminating your employment.

Your Casting Database File

Each person will have a database File. This file is created at the completion of registration. This is what the Casting Director sees when the talent is considered for a job. It is extremely important that the information in your database file is current. If you need to update any information you can do so by coming to the Central Casting office, during designated update hours. The only change that can be taken over the phone is a change in your telephone number.

Your Photo

The Central Casting photo taken at the Central Casting office is the first picture seen by the Casting Director, so it is important that the picture accurately depicts your current look. If your look has changed in any way you should update your photo right away. If you cannot come in to update please let the Casting Director know that your look has changed. The Casting Director is expecting you to arrive on set looking like you did in your photo. We strongly recommend that you update your photo every 6 months to a year even if your look hasn't changed. This will help indicate to the Casting Directors that you are still actively looking for work.

Additional Photos

The photo taken of you in the Central Casting office is your primary photo, however if you would like to add additional photos to your file you can do so at no charge. Our staff will determine if a photo is appropriate to add to your file. We will also delete photos that are outdated and do not match your current look. Additional photos do need to be taken by our staff or submitted as a hard copy during designated update hours.

Updating your Registration

You must fully update your registration with Central Casting every 3 years. This means you have to come into Central and fill out all the registration paperwork. We will also have to have you fill out a new I-9 form so you must bring all the necessary I.D.'s with you. Please see the website for the current registration update information. If you do not re-register your file will be placed in our inactive file until you come in and re-register.

Questions about your File

If you have any questions regarding your file or if you would like to meet with a Central Casting representative to review your file you can do so by calling Central Casting at (504) 684-2550 to make an appointment.

What do I need to know if my child is working on set?

Central Casting is required to submit all minor work permits at least 5 days in advance of the work date(s). This means we will be booking your children approximately 1 week in advance. Please only accept a job if you are certain they can work, as we won't be able to replace them within the 5 day window. Parents / Guardians will be required to complete a form for each production and provide casting with copies of your child's birth certificate or passport.

Each child under 16 years old must bring 1 parent / guardian to set with them. No additional family or friends are allowed to come to set unless they are booked on the job.



LOS ANGELES, CA | NEW YORK, NY | NEW ORLEANS, LA

ANTI-HARASSMENT POLICY

It is **Central Casting** policy that all extra performers work in an environment that is free of all forms of discriminatory harassment, including sexual harassment and harassment based upon race, color, religion, national origin, age, or any other characteristic protected by applicable state or federal law. Prohibited forms of discriminatory harassment include, but are not limited to, verbal, physical or visual harassment.

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, remarks or jokes of a sexual nature, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) employment decisions concerning an individual are based on whether the person submitted or rejected the harassing action; and/or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment, even where it leads to no tangible or economic job consequences. Employees who violate this policy are subject to discipline up to and including immediate discharge of employment.

Because **Central Casting** does not exercise control over production sets, extra background performers should promptly report all incidents of alleged discrimination or discriminatory harassment by co-workers, supervisors or non-employees to Allen Kenamer at **Central Casting**, 220 South Flower Street, Burbank, CA 91502, (818) 562-2700. **Central Casting** encourages all extra performers to report any incidents of discrimination or harassment immediately so that complaints can be quickly and fairly resolved. The law protects you from any retaliation for reporting or participating in the investigation of discrimination or discriminatory harassment. To the extent possible, a prompt and thorough investigation of the alleged incident will be conducted.

ACKNOWLEDGMENT OF RECEIPT

Please complete by signing the bottom portion and return with your registration form.

(Please print full name)

I, _____, hereby acknowledge the receipt of the **Central Casting Anti-Harassment Policy** and realize that it is my responsibility to read it in detail so that I clearly understand the material.

Registrant's Signature

Date Signed

***Social Security # _____ (full SS# required)

CENTRAL CASTING 220 S. FLOWER ST.
BURBANK, CA 91502-2101
818.562.2700 (PH) 818.562.2786 (FAX)

875 6TH AVENUE, SUITE 1605 (16th FLOOR)
NEW YORK, NY 10001-3507
646.205.8244 (PH) 212.947.4859 (FAX)

1450 POYDRAS STREET, SUITE 1420
NEW ORLEANS, LA 70112-1227
504.684.2550 (PH) 504.324.3543 (FAX)

www.CENTRALCASTING.com



Anti-Piracy & Confidentiality Policy

Central Casting enjoys a relationship of trust and confidence with its client studios and production companies because Central Casting strives to safeguard clients' protected information. As a background actor registered with Central Casting, you are not allowed to use, reproduce, disclose, furnish, reveal, communicate, transfer or make accessible to any other person for any purpose any information that you acquire or learn about in connection with your employment on a client project that the client has not made available to the public, except as needed in the course of your employment on the client's project and for the benefit of the client. The possession of any recording device audio, video, still camera or cellular phone is strictly prohibited on the set.

Protected information of our clients that you may encounter in connection with employment on a project includes by way of example, scripts, script pages, story lines, information about cast, crew, or other client studio or production company employees or representatives, production notes or logs, shooting schedules or call sheets, or "behind the scenes" information about the project or individuals or entities affiliated with the project.

Additionally, you will acquire or receive information from Central Casting in the course of your employment with Central Casting that is treated as private and confidential by Central Casting. Such private and confidential information includes by way of example, personal contact information for Central Casting's casting directors or client contacts (such as assistant directors in charge for background actors) or any other information that you may learn about through your employment relationship with Central Casting that Central Casting has not made available to the public. You are prohibited from using, releasing, or otherwise making accessible to any other person for any purpose any information treated as private and confidential by Central Casting except as needed to interact with representatives of Central Casting or the client to obtain or perform your employment on client projects through Central Casting.

Central Casting will strictly enforce this Anti-Piracy & Confidentiality Policy. Any violations of this Anti-Piracy & Confidentiality Policy will result in (1) disciplinary action including termination of employment and de-registration from Central Casting and (2) full civil and/or criminal prosecution to the extent permitted by law.

Acknowledgement of Receipt and Compliance

Please complete by signing the bottom portion and return with your registration form.

I, _____, acknowledge that I have reviewed, understand and will comply with Central Casting's Anti-Piracy & Confidentiality Policy.

Print Registrant's Legal Name _____

Registrant's Signature

Date

***Social Security # _____ (Full SSN Required)

How do I get booked?

When the Casting Director gets a project they become an integral part of the production. They attend many production and background meetings where the look of the talent is discussed in detail. The production always has a very specific look they are trying to achieve for their shows and the Casting Director must maintain this desired look as they cast.

Once the Casting Director receives their casting info from production they will advertise what they are looking for on the Central Casting Facebook page, on our website at CentralCasting.com or they may call you directly.

Something is on Facebook that fits my description! What do I do?

Attached to each job posting should be directions on how to contact the casting staff so you may be considered for the job. There may be a direct phone number, voicemail or email address to contact. Please remember you are now submitting yourself and there is no guarantee of actually booking the job. It is the Casting Director's job to determine whether or not you are right for each job. There are often many factors beyond what have been posted that the Casting Director must consider. **Please always have a pen and paper ready when submitting for a job, as you may be given details immediately. You may be asked for your "first five" when calling. That is the first five numbers of your social security number and acts as your ID number.**

You booked the job, now what?!?!

Congratulations! Please be sure that you clearly write down the following information prior to hanging up the phone:

- The name of the project you are booked on.
- The category or role you are playing.
- The name of the casting staff who is booking you.
- If details are not available, when and how will you receive them?

If you call back with further questions or problems, it will be very difficult to assist you without these basics.

How do I access my information?

Upon booking, along with the project name and your role, you will most likely be given an information box, a call time change box and a call time.

- You must call the information box the night before your job. This information box will include your wardrobe instructions, location and many more pertinent details.
- You must call the call time change box prior to going to bed, first thing when you wake up the day of the job and as you leave for set. This box will contain all time and information changes that come in at any time. **It is your responsibility to retrieve all of your changes for each booking, to ensure you show up to set on time.**
- Your call time is the time you must be on set, checked in and ready to work.

All of your details are extremely important. We at Central Casting take our job very seriously and take pride in the quality of talent that we provide to the industry. We expect punctuality and professionalism every time you work for us. This means following the booking details by bringing the proper wardrobe, props and arriving to set with your hair & makeup already done. This also means arriving to set with a great attitude and enthusiasm!

I am booked for a job and am running late, need to cancel or have an urgent question. What do I do?

If you ever have an emergency and need to cancel, are running late to set or have any other questions that need to be resolved ASAP, you can reach a member of our staff by **calling our emergency number at (504) 684-2550**. Do not call the casting staff voicemails and do not send an email.

This is a job and if you cannot report to the job as directed, you must contact us to cancel before your call time. We ask that you do cancel plenty in advance of your call time so that we have ample time to find a quality replacement. Each production is expecting a certain number of people and it affects them when someone doesn't show up. **Not calling and not showing up to set will result in disciplinary action.**

If you are realizing that you may be late to set, please call us immediately and give us the heads up. Calling to alert us of your possible tardiness is professional and allows us to alert production, however it does not excuse that lateness. It is imperative that you are checked in at each job by your call time, accounting for traffic, parking and shuttle rides. **If you are late, production has the right to send you home without pay!** Excessive tardiness will result in disciplinary action.

What do I need to bring to verify Louisiana Residency?

Film production companies are often claiming a tax credit based on wages paid to Louisiana residents for work performed on a film produced in Louisiana. Each production must have each such employee complete a declaration of residency. The film production company must also verify your residency by examining your provided documents. If you live in Louisiana, please come to set prepared with 2 of the 3 below documents:

1. A valid Louisiana Driver's License or State ID Card
2. A current Louisiana Voter Registration Card (you may obtain a copy at <http://voterportal.sos.la.gov/>)
3. A copy of last year's Federal and/or Louisiana personal income tax return

How do I get paid?

When you work on set you will receive a "voucher." This is your timecard and proof of work, so do not lose it. When you check in at your call time, you will be provided a voucher. *Always bring a pen to set so you can fill out the voucher.* You will hold on to the voucher until you check out at the end of the day. ***If wardrobe lends you clothing to wear, they may hold your voucher as collateral until you return their clothing at the end of the day.

You will be responsible for filling in your name, social security number, address, phone number, tax information and signing your voucher. Please be sure that it is clearly written and complete. Incomplete or illegible vouchers could delay your payment. Your check will always be sent to the address listed on the voucher for each job.

At the end of your work day, you will take your voucher to the production representative that is "signing out" everyone. Please verify that you have entered the correct in time, meal periods and out time. If you have been told you will receive additional compensation (i.e. Car bump, wardrobe adjustment, etc.), ensure that it is listed in the additional compensation box.

Production will keep the top 2 copies of the vouchers and give you the bottom copy for your records. Please retain your copy for each job as it verifies employment and hours worked.

If you have any payroll related questions (i.e. haven't received payment, incorrect check amount, etc.), please call our **casting payroll department at 818-729-6450 between 5pm and 7pm CST.**

Important Tips and Reminders:

1. Be on time! Please leave with plenty of time to arrive on time, if not early.
2. Bring your photo ID with you to each set.
3. Bring a pen!
4. When you arrive to set, immediately check-in at the designated area and pick up your voucher.
Do not wander!
5. Always show up camera ready with your hair & makeup done and wearing what you consider to be your best outfit, based on the instructions you received.
6. Bring 2-3 complete additional changes with you to set based on your wardrobe directions. All clothing should be clean and wrinkle-free.
7. Please do not bring any items of value with you. Central Casting and the Production Company is not responsible for lost or stolen items.
8. Anticipate and be available to work a 12 hour day. Each day is unpredictable and you may be on set for a few hours or you may be needed for 12 or more hours. You must stay until you are signed out.
9. Listen carefully to the instructions being given on set. Things happen very quickly and you will be expected to follow the directions. If you do not understand the directions, please ask and never assume.
10. Be sure to return all wardrobe and props that production provided you.
11. Do not bring any sort of recording device to set. Recording of anything or taking pictures is strictly prohibited and could lead to immediate removal from our database.
12. Do not bring guests to set with you. Only people that have been cleared to work are allowed.
13. DRUGS AND/OR ALCOHOL USE IS STRICTLY PROHIBITED ON SETS.
14. Do not book yourself on multiple projects working the same day.
15. Safety is extremely important. There are many moving parts to a set, so please use common safety sense. If you observe an unsafe situation, please immediately bring it to the attention of the assistant directors. If you get injured on set, you must report it immediately to the set medic and/or an assistant director.
16. Ensure your voucher is completely and correctly filled in prior to signing out.
17. If you change your phone number or email address, please notify our office.
18. If you change your look, please come in to update your picture and profile.
19. If someone needs to verify your employment, they can call 818-955-6313.
20. Please do not hesitate to call us at (504) 684-2550 with any problems, questions or confusions.
21. ***HAVE FUN AND WELCOME TO CENTRAL CASTING!!!***

Employment At Will

Central Casting is an at will employer. The employment relationship may be terminated at any time, for any reason or no reason, without cause and without notice, by either the employee or Central Casting, in accordance with Louisiana CIV CODE ART. 2747.2024.