



Congratulations, you are registered!

Now what?

The following are a few guidelines and FAQ's to help you understand how things work with us. Please read through this carefully.

The important numbers to know are:

917-484-9840: SAG/Aftra Members

917-484-9850: Non-Union Members

Work opportunities AND info for work you have been booked for.

How do I get work?

We have a work line available for you to check in with, please see phone numbers above. These lines are updated on an as needed basis. Work will be posted at any time of the day...or night! As our casting needs come in, we will post what we are looking for. The majority of this will be in the afternoon, but also check it at other times of the day. We suggest you check this line in the morning, mid afternoon and at the end of the day for opportunities to get work. You may also check our Facebook page.

Something is on the hotline that fits my description!

What do I do?

You have listened to the line and you heard something that fits you. Great! There should be directions on how to contact the Casting Director to be considered for that job. Either there will be a phone prompt to connect you, or the Casting Director may give you a phone number to call back on. Please remember, it is the Casting Director's job to decide whether or not you are right for the job. Often times there are many factors involved in casting, so what you may think is perfect for you may not be quite what the Casting Director is looking for. If you didn't hear anything that fits you, be patient and check the lines a little later. Things change quickly so postings will be updated throughout the day. **PLEASE HAVE A PEN AND PAPER READY TO TAKE INFORMATION IF YOU SHOULD GET BOOKED.**

Also, we will look up your profile from your first five digits of your social security number. Please have that ready when you call.

I called in, and I booked the job!

Congratulations! Please be sure to get some basic information before you hang up with the Casting Director. This would be:

1. The name of the show you are booked on.
2. The category or role you are playing.
3. The name of the Casting Director that booked you.

If you need to get back to us with further questions or concerns, it is very difficult to assist you without this information.

You will be directed as to how you will get all of your detailed information for your booking. Please pay close attention to this information; it is very important! You will need to know, and are responsible for, many things. When given your details, remember to get your call time and the instructions on how to get any call time changes. **IT WILL BE YOUR RESPONSIBILITY TO GET ALL OF YOUR CALL TIME CHANGES FOR EACH BOOKING.** Usually we will set up a hotline for you to call to check in for call time changes. Please get this information every time you are booked.

The details of your bookings are very important! We take what we do very seriously, and expect you to do the same. Not only is it of the utmost importance

to arrive on time, but it is equally important to arrive prepared for the role you have been cast in. **We expect punctuality and professionalism every time you work for us.** This means bringing proper wardrobe, props, and anything specific to the call. This also means bringing a good attitude to the set! Everyone is working very hard to create the amazing shows, commercials and films that are working in New York. If we find that you are not behaving in a professional manner and not representing us and yourselves properly, we reserve the right to take you out of our files.

I am booked for a job and have an emergency and need to speak to a Casting Director. What do I do?

If you have an emergency, such as you are lost or need to cancel for example, please let us know ASAP. **You can reach us by calling 646-205-8244.** We do not take cancellations lightly; if you cancel, we ask that you give us enough of a notice to replace you. If you're finding that you may be late for your job, call us immediately. **IF YOU ARE LATE, WE CANNOT GUARANTEE THAT YOU WILL NOT BE TURNED AWAY ONCE YOU ARRIVE TO THE SET.** We will do our best to alert the project you are booked on that you are going to be late, but they reserve the right to turn you away without pay if you do not arrive on time. Again, this is a job and should be treated as such. If you are booked on a job and do not show, and do not call us to explain, you will be removed from our database immediately!

Job Accountability: We have a few guidelines that we enforce regarding your accountability and professionalism.

1. Cancellation of work calls: You may have no more than five proper cancellations in a 12 month period to use for "sick" days or "emergencies". Any additional cancellations will result in possible suspension or removal from database.
2. If you do not show up to the set when you are booked ("No-show") and do not properly cancel, you may be removed from our database.
3. If you participate in disruptive behavior on set i.e. late to work, uncooperative attitude, harassment, leaving without approval, etc. you could be removed from our database.
4. If you are removed from our database, you will be unable to register with Central Casting again.

Central Casting No-Gift Policy

To maintain the highest level of integrity, Central Casting maintains a firm policy regarding gifts. Based upon this policy, background actors registered with Central Casting are prohibited from providing gifts of any type to Central Casting employees, including casting directors and registration employees. This includes food, clothing, gift certificates, services and money. If you have any questions about this policy, contact the manager at Central Casting.

Important tips:

1. Be on time! Leave your home with plenty of time to arrive safely.
2. When you arrive, check in with your contact immediately and get your voucher. It is very important that your voucher is filled out properly.
3. Show up prepared and “camera ready” for your role.
4. Please do not bring items of value to set and/or leave them unattended. Central Casting and the Production Company are **not** responsible for lost or stolen items.
5. Anticipate a long day. The average day may take 12 hours to complete. Sometimes it will be less, and many times it could be more. You must stay at your booking until you are released. Never leave the set without prior approval.
6. Listen carefully to the instructions that are being given to you on the set. Bring a pen, or something to write with to work. You will need it for notes as well as filling out your voucher.
7. If you are a union member, always carry your union card with you.
8. Return all items that belong to production before you leave.
9. Do not bring any type of recording device to the set with you unless instructed to do so. Recording anything in any way while you are working with us is strictly prohibited. If you are caught doing this, you will be immediately removed from our database.
10. Do not bring guests to the set with you.
11. DRUGS AND/OR ALCOHOL USE OR CONSUMPTION IS STRICTLY PROHIBITED ON OUR SETS.
12. Do not book yourself on two different projects in the same day.
13. Use common safety sense while on the set. If you become injured on the set, you must report it to the Assistant Director and/or Medic on the set immediately.
14. Fill out your voucher thoroughly. This includes all in and out times accurately as well as your social security number. We will need this in order to issue you a check. If you have questions about your paycheck, please contact the number provided on your voucher.
15. If there is a change to your phone number or address, we need to be informed immediately. All address changes must be done in writing with a signature.

16. If there is a drastic change in your look, please come in and update your photo and specs immediately. You may call 646-473-9033 for up-to-date information regarding our registration/update hours.
17. If you have questions pertaining to any of the unions, please call them directly during normal business hours.
18. **NEVER** replace yourself. If you cannot make your work call, call us at 646-205-8244 so we can replace you appropriately.
19. If an issue arises on set please make sure to call your Casting Director during a break while still on set.
20. Due to recent security measures we use legal names for all of our bookings.
21. If you have a question regarding the wage verification portion on your voucher please contact your Casting Director if production is unable to assist. Please do so prior to leaving set with a signed voucher from production.
22. If you need to verify your employment please call 818-955-6313.
23. If you are inquiring about a lost paycheck you may call 818-729-6450 Monday through Friday between six and eight p.m.
24. If you join SAG/AFTRA you may fax your union card to 212-947-4859 to update your status.

RECEIVING YOUR INFORMATION ONCE YOU'RE BOOKED

Upon booking a job, the casting director will give the talent a phone number specific to the show. The recording will instruct you on where to report, wardrobe, call times, and other pertinent information. You may also be given a separate box number to check for additional call times or call time changes. It is imperative that you check the call time change box **BEFORE** you go to bed and in the morning before you leave for set for any call time changes.

We are looking forward to a long lasting relationship with you. Both of our success is a shared responsibility. We will do our best for you and expect the same in return.

YOUR CONFIDENTIALITY RESPONSIBILITIES

Central Casting enjoys a relationship of trust and confidence with its client production companies. Any information not available to the public which you acquire in connection with or as part of your employment on a client project is owned by the client production company. Client proprietary information includes by way of example, scripts, script pages, story lines, production notes or logs, shooting schedules or call sheets, personal information about cast or other production company employees or representatives, or "behind the scenes"

information about the project or individuals or entities affiliated with the project. You are not allowed to use or disclose any client proprietary information for personal gain or any other reason unrelated to your employment on the project. Any violation of your confidentiality responsibilities will result in disciplinary action, up to and including, your termination of employment and de-registration from Central Casting. Central Casting will vigorously enforce this policy.

Employment At Will

The employment with Central Casting is completely consensual. 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 New York Labor Code. This is called employment at will.