

Background Performers Agency Requirements.

- 1. On Line Calendar:** Go to www.ljrtalent.com and click on the “members” star. Once you enter your username and password you can access the online calendar and update your **availability**.
- 2. Answering phones and returning calls:** If you miss a call check your message and return calls **ASAP**. If you wait too long, chances are the scene will be booked and you will miss work. The agent and casting directors are waiting for your response!
- 3. Being Available:** When committing to a job you must be 100% available for the day. When we book you for work, we are not given your start time or “call time” until the night before. Also, we never know how long your day will be, you may be on set for four hours or fourteen. For this reason, you must leave the entire day open!
- 4. Evening Call Times:** We will e-mail you then follow up with a phone call the night before between 7pm and 11pm with your details for the next day. You must e-mail or call back to confirm with us that you have received our message. You must confirm back with us no later than 11:00pm. If you are going to be out, check your e-mails and/or messages frequently and call us back asap.
- 5. Organize your transportation.** Please note that we are not responsible for finding you a ride, planning out your bus route, etc. Once we give you the location details for the next day, look at a map and plan out your route, whether you are driving or taking transit. Having a map is essential for this job!!!
- 6. Being on time.** Always give yourself enough time to get to the location, keeping in mind the time of day and the traffic conditions. Please note that when a background performer is late, the wrangler or casting director will call the agent at home looking for you—even at 6am!!! If you are running late, our after hours emergency number is 604-417-0073. Call it or answer your cell phone if an agent is trying to reach you!
- 7. Signing in on set.** When you get to set, you will sign-in by filling out a short information/release form. You will need to have your social insurance number (**an absolute must**), and state on the form that **LJR Talent is your agent and your cheque is to be sent to LJR Talent**. Our address is 405-1040 Hamilton Street, Vancouver, BC. V6B 2R9. You must also write down your home address so T4's can be sent directly to your home.
- 8. Keep track of your work with us.** Keep a record of the name of the production, date you worked, the time you started and the time you finished. Cheques usually take 2-3 weeks to arrive at the office.
- 9. Getting paid.** You can pick up cheques from our office Tuesdays and Wednesdays from 12 pm to 4pm. You will need to bring cash or a cheque to pay a 15% commission on your earnings. We will e-mail you when your cheque has arrived and how much your commission is. Another option is to send in your commission and we send your cheque to you, this is explained in our email to you about the arrival of your cheque.
- 10. Rate:** \$10.00 an hour. Non-union Background Performers are paid as per the employment standards set by the British Columbia Government.

Please (if this is your first time doing background work) go to www.ljrtalent.com “general information” scroll down to Protocol and Procedures, read thoroughly! Only change on it is “Signing in on set” refer to this sheet. If you can't retrieve then ask the agent to print out for you during the interview.

THANK YOU AND WELCOME TO LJR TALENT INC!

Linda Russell