

Do's and Don'ts

- **#1 DO:** Read ALL of the email sent to you, particularly when you're confirming auditions & bookings. Read and reread. Highlight the parts you think you might forget. Print it out. Underline key words if I haven't already. Do whatever you must do to be RESPONSIBLE for the information given to you.
- **#1 DON'T:** Forget, disregard, misplace the info given to you. Don't feel that the info 'doesn't apply to you'.
- **Example #1:** When your availability is requested for a shoot date with a reminder that ALL DAY/ALL NIGHT must be available to work. After confirming your availability, do NOT email me late the night before the audition that you forgot they had a concert the night of the shoot!
- **Example #2:** Do NOT go to the audition and tell them if you book the commercial, you will need to be finished filming at 7pm so you can make your 8pm gig! THIS IS A BIG NO-NO!! Hundreds of people are involved in filming!! There are crew members, lighting, catering, boom operators, directors, assistant directors, hair/make up people, parking attendants, etc!. Filming doesn't stop at 7pm so you can make your 8pm gig!!!! Have a sub 'on hold' for you in case you book the commercial. That is easy! If you book the commercial, fantastic and you've got your gig covered. If you don't book the commercial, you still have your gig. But don't discuss this during your audition in front of the casting director, esp after the work date has been confirmed that you are available ALL DAY/ALL NIGHT!
- **#2 DO:** Update your photo and bio regularly. I don't charge extra for this. It's covered in your Registration Fee.
- **#2 DON'T:** Have a photo which is more than 3-5 years old, or shows a completely different haircut or hair color than you currently have. If you've GAINED or LOST a significant amount of weight since your last photo was taken, this is a big deal. I cannot send your photo which does not represent you accurately! This wastes everyone's time. There are plenty of jobs! Don't worry about this! Just send me a CURRENT PHOTO and CURRENT BIO INFO asap. Minors need updated photos yearly. Thank you!!

- **#3 DO:** Confirm an audition ASAP. Don't wait! Once you confirm, I relay that confirmation to the casting director who is also waiting for your reply.
- **#3 DON'T:** Tell me you've already been granted an audition by someone in production you know or by another agency. Double submissions are frowned upon. However, we're all trying to get you work! If your agent got the news to you first but I show you in writing that the casting directors had *already* picked you from the Instrumental Casting website, honor that process. It's not a race to see who got their first. It's a responsibility you have to pay commission where commission is earned, when booking work. Agents and managers work together..
- **Example:** Sometimes it takes me days to secure audition spots, all the while corresponding with casting back and forth on your behalf via email and phone calls. Once they've chosen their list of who they want, they let me know and then I let you know. When it's a small project, I can oftentimes call or email you and ask of your availability. In larger productions, where casting needs a huge group of musicians to see, there is no time to contact you to let you know all the work I am doing on your behalf. Please respect the work I do on your behalf and know that I can work with your agency but you **MUST** let them know that Instrumental Casting is your management team! This is your responsibility.

TWO WAYS TO SOLVE THIS:

- 1. Once you've gotten the audition from Instrumental Casting, **BOOK OUT** with your other representation so we don't get double submissions and double bookings!
- 2. I'm happy to work with any agent you may already have. Not a problem! You're allowed to have **ONE** agent and **MANY** managers! Just don't forget that we **EARN** commission by all the work we **ALL** do on your behalf. Agents and managers do not get paid unless work is actually booked. There is constant behind the scenes work which goes unpaid until we get a booking. You are responsible for paying commission to Instrumental Casting as your management for audition or work from Instrumental Casting, even if you choose to book with your own agent who may or may not have also submitted you for the same work. I'm happy to speak with you more in person about this very important issue! I never expect you to work for free and I'm sure you understand that I also don't work for free. Thank you.