



**studio**

MANAGEMENT

INFORMATION PACK

## ABOUT US

Studio 74 Management opened in 2013 and since then has gone from strength to strength becoming a respected agency within the industry. We represent and manage our clients whilst encouraging them to reach their dreams and help them realise their strengths and capabilities.

We suggest children from babies to young adults for TV, film, short films, theatre, modelling and other events / performance opportunities. There is a lot of commitment involved from the child and parents when joining the agency, from traveling into London for castings, delivering good quality self-tapes when requested, learning scripts and being as flexible as possible.

Some castings and jobs are very last minute so if you agree to attend a casting or being put forward for one then you must be prepared to attend at short notice. Most of our children on our Agency have been referred to us via their teachers or other clients. We generally like our agency kids to be involved in classes and workshops as much as possible at Studio 74 so we can keep an eye on their progress and any new skills and strengths they develop. We get regular updates from their teachers and we also get to pop into classes to watch them in action.

If you are interested in being represented by our agency, please read the below carefully and fill out the Application form at the end of this information pack. We will then consider your application and invite you in for an audition. You can return the form by email or post.

**Email - [info@studio74agency.co.uk](mailto:info@studio74agency.co.uk)**

**Web - [www.studio74dance.co.uk](http://www.studio74dance.co.uk)**

**Tel - 02082954255**

**Mobile contact- 07956559395**



# IMPORTANT INFO

- All children aged 4+ have to be registered on SPOTLIGHT - this is an online Directory for Casting Directors and Agents where most of our work comes in. Children's information is kept securely and Casting Directors can access this and we can submit them for jobs. This is essential to get castings and auditions for your child. There is a charge for this (directly to Spotlight) and it is approx. £100 for the year. If you cannot register your child on Spotlight it is much harder for us to represent them and they will have limited opportunities.
- All parents must sign a contract with us
- Once we are representing your Child they **cannot** be represented by another Agency - we are a sole Agency and all work must go via us - we work as an agent for your children finding suitable castings and auditions. If you decide you no longer wish to be represented to us you **MUST** let us know in writing.
- If you do not attend regular classes at Studio 74 we would require that you attend 3 Agency or Drama workshops with us per year so we get to see the children in action and work with them
- You must regularly update your Spotlight and Tagmin account - every 3 months height should be checked and any changes in appearance - please also keep us updated with things such as; significant change in hairstyle, braces, missing teeth, change in hair colour, any appearance changes
- All children **MUST** have professional photo's to be on Spotlight. We can arrange this for you or you can provide your own as long as they have been agreed by us.
- Your child may attend many casting before they get offered any work so please be prepared for this - it is a highly competitive industry and difficult to even get castings. We do not guarantee that we will get your child any castings but we will work hard on their behalf
- Once your child is offered an audition it is down to you and them to prepare, arrive on time and do their very best.
- We do not generally get any feedback from a Casting - if it is a no then you do not hear back - if it is a possible yes, you will get invited for a recall.

## SCHOOL

Children are often required to have time off school for jobs and auditions. We would strongly recommend that you make an appointment to discuss this with your child's Head teacher and explaining to them what they are doing and asking them for support with it - children may need time off for filming so we do need the schools support.

## SCRIPTS

If your child is asked to learn a script for a self -tape or an audition then they **MUST** be off script (know the script off by heart) - if they are reading from the script in the tape or audition it will reflect badly and show they have not bothered to learn and prepare.

We ask all children aged 4+ to sign up to Spotlight which is an online directory for Casting Directors and Agencies (this is a national website and the biggest performance directory in the industry). Children will need professional photos which we can supply for the agency children if selected onto the books. However if you already have professional photo's then we can accept these. For children aged 5 and under we can accept good quality photo's taken on a camera as the children are growing so quickly.

We cannot guarantee everyone a place on the books even if they already attend Studio 74 and once on the books we cannot guarantee any work. It is a very competitive industry and some children are called for Castings continually and others may never get a casting so please be very aware of this. If it was out choice we would have our kids seen for every casting! We have had a lot of recent success for our children and the agency has been very busy. Please feel free to look up our facebook and Instagram pages where you can see some of the stuff our kids do. It is not in our interests to not work hard on the children's behalf - we only get paid if your child gets paid work so it is a lot of hard work for us and we are constantly pushing for your children to be seen.

As well as Spotlight, all children (siblings and parents that are not on Spotlight) should be on Tagmin. This is the database we use to keep all your child's information and details of jobs, submissions, etc. You will be sent a link to register your child.

- You must keep your child's information on Tagmin up to date - Height is so important so please update this every 3 months
- It is essential that you update your Tagmin calendar and block out any holiday dates, important dates you know your child could not attend an audition etc - if the dates are clear in your calendar we will submit your child for work.
- Without you keeping this vital database up to date we cannot run the agency efficiently



# HOW WE WORK

- Breakdowns of jobs come in via Spotlight or directly from our contacts
- We then submit any children that we feel are suitable for this role. Sometimes we may email parents to check availability if there is something unusual about the job (travel abroad required, a sibling or family shoot, sensitive content in the filming, long term contract etc) - we give you the basic info - casting date, filming / Production dates, place of filming etc - information is limited so please do not ask for more as it is often not available until after audition stage. Generally we will submit your child without asking if the dates are clear on their Tagmin
- If you do get an email from us you then need to reply ASAP to say please submit or do not submit. Once you have agreed it is essential you attend any castings you are called for - do not say yes if you don't think you can get to a casting
- Castings can be very short notice - often you are called the day before to attend the following day so you need to be very available and very flexible
- Castings tend to be between 3pm and 7pm - sometimes you may need to take the children out of school a little early to attend a casting. You do not have a choice in time - they will allocate you a time. We can sometimes request a later time but these slots are always popular so they may not be able to work with it.
- Please keep an eye on your emails regularly. Often a job will come in at 10am and it can close by 4pm so if you do not reply you may miss the casting opportunity
- Once you agree for your child to be submitted we do this - we only hear back if they would like to invite them in for a casting or to send a self tape so please do not chase up to find out. We will update you whenever we hear anything.
- If your child is offered a casting we will email and call you to confirm location, time, anything to learn or specific to wear
- If you are asked to do a self-tape please remember this is your child's only opportunity to impress the Casting Director. Please stick clearly to what they have asked of them. Always film on your phone in landscape and make sure children are clear and confident when doing their slate / Ident (Introducing themselves). We offer private sessions with an Acting Coach to film self-tapes so if you require this please let us know. This is something you can do at home so practise getting the children to speak to the camera. Background must always be a neutral clear wall - keep it as fuss free as possible. We may ask you to re-do if they need some work. These are so important now as many casting directors are asking for these. It is essential you treat this as an audition and make sure it is of high quality. We do have a "Guide to Self-Tapes" so please refer to this.
- We sometimes get asked for children for unpaid work - short films, Charity filming, Student graduation films - these are great opportunities for children to get some filming experience to go on their Spotlight profile
- If you are happy for us to submit your child for all roles we feel suitable without checking with you first please let me know as this really speeds up the process but you would then need to be available at all times for castings and keep us up to date with holidays etc



# OUR CREDITS

## TV AND COMMERCIALS:

- BBC
- ITV
- MILLIONS MULTIVITAMINS
- HMRC
- NICKLODEON
- GOALS
- THE CHILD IN TIME
- VERY CHRISTMAS COMMERCIAL
- EASTENDERS
- CINTCH COMMERCIAL
- MORRISONS
- DISNEY'S FROZEN
- HONDA
- CLEAN BREAK
- INFORMER
- NICKELODEON
- NICK JR
- BRITAIN'S GOT TALENT
- HOLLYOAKS
- KINDER
- OIL OF OLAY
- CARPHONE WAREHOUSE
- NSPCC
- PHILIPS
- DISNEY
- SAINSBURY'S
- ASDA
- CURRYS/PCWORLD
- TESCO
- SKY BROADBAND
- SKY
- AMAZON
- HEART FM
- RICHMOND SAUSAGES
- GO APE
- ADIDAS
- WICKES
- POST IT NOTES

## Voiceovers, Radio and Event

- Midnights Children BBC Radio 4

## WEST END AND THEATRE:

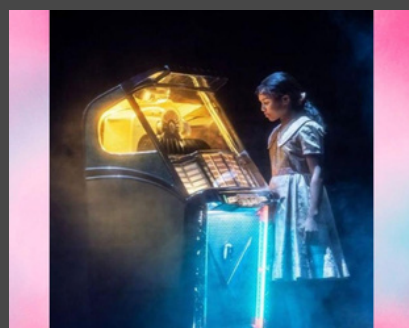
- MATILDA
- DANCE THE PLAY
- SHOW LADY
- THE KING AND I
- THE DRIFTERS GIRL
- SCHOOL OF ROCK
- THE RAILWAY CHILDREN
- THE FATHER
- JOESPH & AMAZING TECHNICOLOUR DREAMCOAT
- TREASURE
- BILLY ELLIOTT
- CAT ON A HOT TIN ROOF
- APOCALYPSE MEOW
- SMILE
- FIRST FAMILY ENTERTAINMENT 2016
- QDOS PANTOMIME 2016, 2017, 2018
- UK PRODUCTIONS PANTOMIME 2013-2015
- ANNIE- LONDON AND UK TOUR

## FILMS

- SAFIYAH FLY'S ACROSS THE OCEAN
- SUMMER IN THE SHADE
- FLAMENCO
- MATILDA FILM/NETFLIX
- IN THE FUTURE THEY ATE THE FINEST PORCELAIN
- A PERFECT TURN

## MUSIC VIDEO:

- STORMZY OFFICIAL
- VAULTS
- BRUTA
- A NATION OF PEOPLE
- RIDDLES



# SELF TAPE GUIDE

When a Casting Director requests a self tape this is your child's first audition with them. This is their chance to send something great and introduce themselves. Sometimes a Casting Director will keep your child on file from a self tape for something else so it is essential tapes are done well and with effort. This is their first impression so please make sure it shows them off to their best. The first part of a self tape is the child's introduction - this is also known as a slate or ident. They will normally say their name, age and where they live. They may ask for an interesting fact or for their profiles. We can explain to you how to do this. This must be filmed close up with head and upper torso only in the shot (unless otherwise stated).

## DO'S

- CHILDREN SHOULD HAVE NEAT AND TIDY HAIR (GIRLS SHOULD WEAR THEIR HAIR DOWN / LOOSE FOR PHOTO'S AND FILMING)
- PLEASE CHOOSE A TOP WITH A VIBRANT BLOCK COLOUR - REDS, BLUES, GREENS ETC
- OLDER GIRLS CAN WEAR VERY LIGHT MAKE UP - NO HEAVY LOOK OR LIPSTICK - THEY NEED TO LOOK AS NATURAL AS POSSIBLE
- BACKGROUND SHOULD BE VERY CLEAR - A CLEAR / PLAIN WALL - NO CLUTTER, TOYS ETC
- THERE SHOULD BE NO OTHER NOISE GOING ON AROUND YOU
- FILMING SHOULD BE DONE ON A SMART PHONE HOLDING THE CAMERA IN LANDSCAPE
- THERE SHOULD BE GOOD, CLEAR LIGHTING SO IT DOES NOT LOOK DULL
- PLEASE MAKE SURE YOU TREAT THIS AS AN AUDITION / INTERVIEW - YOU WILL NOT GET CALLED FOR A CASTING IF YOU DO NOT SUBMIT A GREAT SELF-TAPE
- FOLLOW THE INSTRUCTIONS VERY CLEARLY AND DO NOT ADD OR MISS OUT THINGS THEY HAVE ASKED FOR - YOU WILL ONLY HAVE TO RE-DO IT!
- IF YOU HAVE BEEN SENT A SCRIPT THEN THE CHILD MUST LEARN THE SCRIPT OFF PAPER!!! YOU SHOULD NEVER READ FROM A SCRIPT FOR A CASTING - IT LOOKS LIKE YOU HAVEN'T BOTHERED - WE WILL NOT SUBMIT ANY TAPES IF CHILDREN ARE READING FROM A SCRIPT
- TRY AND MAKE THE RECORDING AS INTERESTING AND AS CLEAR AS POSSIBLE
- SCREEN ACTING IS VERY DIFFERENT TO STAGE ACTING - ACTING SHOULD BE NATURAL AND NOT OVER THE TOP "STAGEY" - BE AWARE OF SPEAKING TOO LOUDLY AND OVER EXAGERRATING SPEECH! IT SHOULD BE AS IF YOU ARE JUST HAVING A CONVERSATION WITH A FRIEND
- IF THE SCRIPT IS FOR 2 PEOPLE PLEASE MAKE SURE A PARENT OR SOMEONE CAPABLE READS IN FOR THE PART - THIS IS IMPORTANT TO GET THE FLOW

## DON'TS

- CHILDREN SHOULD NOT WEAR WHITE, CREAM OR BEIGE
- CHILDREN SHOULD NOT WEAR CLOTHES WITH BIG LOGO'S OR PATTERNS / FUSSY CLOTHING
- GIRLS SHOULD AVOID HIGH NECK TOPS AND JUMPERS
- NO HEAVY MAKE UP