

2020 CASTING

- THE LITTLE BLUE BOOK -

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Welcome To 2020 Casting

This handbook is your guide to being part of our agency and to background work in general. Please take the time to read through **ALL** of this information, so you know what to expect from us as an agency and also what we expect of you as an artiste.

Registration and Fees

A registration with 2020 Casting lasts one calendar year, from 1st January - 31st December, with our registration window opening in the Autumn.

We take a 15% commission on all background work. We also charge a yearly registration fee which covers your inclusion into our bespoke casting books and online casting database. This is deducted from the pay you receive from your first job booked through us in that 12-month period of registration.

If we do not secure you work during that 12-month period of registration you **WILL NOT** be charged a registration fee.

You can apply to join 2020 outside our registration window, but if we approve your application during this period you will become an **INACTIVE** member of 2020's database of artistes. This means you are not on that year's currently active database; we may still contact you with offers of work, but this will be far less often than for those artistes who are fully registered with us.

(If you do work through us whilst an inactive member of 2020, you will not be charged a registration fee; we will simply take our standard 15% commission).

As an inactive member of 2020, you may be invited to register fully for the following year's book once our registration window opens.

At the end of your 12-month registration period, if you do not take up the option to renew you will revert to being an inactive member of 2020. Your profile will remain, you will still be able to log in and update it, but you will no longer be on our website or included in our yearly casting book.

Self Employment

You must register yourself as self-employed with HMRC in order to undertake background work. For more information please visit: <http://www.hmrc.gov.uk/selfemployed>

Managing Your Profile

For the first time, 2020 Casting is giving you the opportunity to keep your profile up to date yourself, by logging in to our website: www.2020Casting.com. This will mean that you can keep us informed of any changes to your appearance, contact details or any new skills you may have gained.

With great power comes great responsibility, so please ensure you follow these guidelines when you are making changes!

The information you provide **MUST** be accurate. It is vital that you are honest about your measurements. Many roles we cast have specific size requirements. Inaccuracies can result in you losing out on work. Before checking your measurements, please consult our measurement guide, located on our website at www.2020Casting.com/measurementguide.pdf

Similarly, any additional photos you upload must have been taken recently and be a fair reflection of how you currently look. We're not interested in airbrushed perfection; we want to see the real you!

As a general rule, we ask that we keep your profile as up to date as possible. The information that you give is ultimately what is used to determine the most appropriate roles to cast you in.

All changes you make to your profile will need to be approved by our booking team. If there are any issues with these updates, you will be informed by email.

Diary

Our casting system allows you to manage your own diary. You will be able to inform us of your availability, adding holidays etc, as well as being able to see which jobs you have been put forward for. It will also keep you up to date with the payment status of jobs you have completed.

Photograph Guidelines

You are limited to 10 images on your profile, so please be selective when uploading your photographs.

They do not have to be professional photographs, but please bear in mind that these will be sent over to production for casting purposes.

It is important to make sure you are the only person in the photo, and that your face can clearly be seen - no sunglasses, large hats etc.

“Is it secret? Is it safe?”

Remember to set a strong password once you have created / activated your profile.

We recommend using both letters and numbers. Passwords over 6 characters long are preferable.

Make sure you protect your password if you are logging in from a public computer. Ensure that the browser is not set to automatically remember your password.

Keep it secret and keep it safe!

The Casting Process

We supply background for films, TV shows, commercials, music videos, virals, corporates, photoshoots and occasionally promo work.

If we believe you are suitable for a job we will contact you to check your availability for the dates in question. This will be via text or email. The message will contain a link which will take you a page on our website, where you will be asked to log your availability for the job and possibly answer a few questions.

You must keep on top of your emails; the vast majority of communication we will have with you will be via this format. If you do not own a smart phone and you receive a text from 2020, try to check your emails as soon as possible as often castings are time sensitive. In a real emergency, you can of course, call the office and speak to a member of the booking team.

If you put yourself forward we expect you to be free for the whole day. Do not make plans for the evening!

Once you have stated that you are available for the project, we consider you to be on a pencil and ask that you keep those dates free until we can either confirm you for the work or release you. If for any reason you find that you are unavailable for a shoot you've been pencilled for, we need you to let us know **IMMEDIATELY** so we can inform the production

You may be asked to attend a casting, or a costume fitting. Please ensure that you have good flexibility on those days as, even though you are unlikely to be required for more than a couple of hours at the most, we often do not have a say on what time you are called.

After we close the job, we send digital books of available artistes to the production team. They will then make their selections. This can take some time, so please be patient. No news can still be good news!

Getting Work

We can only put you forward for jobs that we believe you are suitable for, so if you are not receiving availability checks, please be patient!

There may be some productions that we simply cannot consider you for because of your look, but then there will be others that you are perfect for.

Similarly, always bear in mind that we do not make the final casting decisions. That is the responsibility of those working on the production - ADs, Casting Directors etc.

What we mean when we say...

Pencil

You have been put forward for a job. Do not accept any other work for the date(s) before checking with our bookers first.

Heavy Pencil

You have been shortlisted for the role by the production and it is highly likely that you will be confirmed.

Confirmed

The job is yours. You are now committed to work on the date(s).

Released

Unfortunately you are no longer needed for the production and are free to take other work on the date(s).

Once you are confirmed on the job, you are committed to work on the date(s). If you are unable to honour that commitment we will be forced to assign a strike (see section *The Strike System*).

Whilst we understand that many of you will be registered with other agencies, we ask that you ensure that you do not put yourself forward for more than one job on the same date(s).

If you are not selected for the job and are released from the date, please don't be disheartened. It is important that we give the production a good number of options to pick from, so there will always be a few artistes who are disappointed.

Hopefully, next time it will be you who is picked!

Call Details

We usually receive the call details the afternoon before the shoot. We will send them out to you via text message or email and ask that you confirm that you have received them. You **MUST** contact us to confirm that you have these details. Failure to do so may result in you losing the work.

The call details will comprise of the following:

Unit Base Address

This is where the production team are based for the day. It is **YOUR** responsibility to work out how to get there and to make sure you are on time.

Call Time

This is the time you are expected to sign in at the unit base. Please allow plenty of time for your journey. The late arrival of a background artiste can have major implications for the film. Bear in mind, calls are often early in the morning i.e. before 7am.

Costume Brief

If you have not previously attended a costume fitting then you may be asked to bring your own clothes with you to wear on the shoot. In this case, unless instructed otherwise, please take a number of outfit options with you.

Emergency Contact

You will be given a contact number of someone working on the production to call in an emergency **ONLY**.

Code of Conduct

We expect you to behave in a highly professional manner at all times whilst on set. Our reputation for providing punctual, diligent and reliable artistes - built over many years - is based on **YOUR** conduct.

Be on time, stay alert and follow any instructions or direction you receive to the letter. The actors and crew members tend to work long hours and are under great pressure; it is vital that you treat them with respect throughout your time on set and allow them the space to work.

NO mobile telephones may be used on set. If for any reason you have to carry yours onto the set, make sure it is turned off rather than "on silent" so it does not interfere with any sound equipment.

NO photography or video/sound recording of any kind is permitted on set.

DO NOT post information about the production on social media, even if it is to simply state that you are working on it. Many productions require you to sign non-disclosure agreements, or make provision for this in specific wording on the back of your chit / salary voucher. Serious breaches may result in legal action.

Above all, use your common sense! If you are unsure of anything on set, give the office a call and talk it over with the booking staff before proceeding.

Rates of Pay

When we contact you to check your availability for a job we will also inform you of the rates of pay.

A breakdown for the PACT / FAA union rates - which are the most common rates used for films and TV - is at the end of this document.

Chits / Salary Vouchers

On many productions you will receive a chit when you sign in. On signing out, this chit will be updated with a breakdown of what you have earned. We are then sent a copy of that and invoice for your services. When we receive your money from the production, we pay directly into your bank account by BACS payment, minus our commission, VAT on that commission, and any outstanding registration fee. You can expect payment **6-8 weeks** from the date you worked.

Payment Enquiries

Our accounts department takes queries on a Wednesday 12pm - 5pm on 020 8746 0235. Alternatively, email accounts@2020Casting.com.

The Strike System

If our guidelines are not strictly adhered to, you prove to be unreliable, or we receive complaints about your conduct on set, we may be forced to assign a strike to your record. You will be informed of the allocation of a strike in writing.

If you believe there are mitigating circumstances, and you wish to appeal, please respond to this letter in writing within 28 days of the strike being assigned.

The strike will persist on your record for a minimum of 2 years and is only removed at the booking team's discretion. If you receive a second strike and no satisfactory appeal is received, you will be permanently removed from our register.

Any abusive contact, inappropriate or violent behaviour on set or towards 2020 staff **WILL NOT** be tolerated. Serious breaches would result in the immediate termination of your representation.

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PACT / FAA Rates

BREADOWN OF PACT / FAA AGREEMENT DATED JANUARY 2014

Standard Day / Standard Night rates are for a 9 hour stipulated time period

Rate of Pay	Standard Day	Standard Night	Continuous Working Day (7hrs)	Shift Call (4hrs)
Basic Daily Rate	£84.00 (+ Holiday Pay)	£105.00 (+ Holiday Pay)	£84.00 (+ Holiday Pay)	£52.50
Single Time Rate - first hr from signing off	£5.25	£6.56	£5.25	£5.25
Hourly Overtime Rate	£7.88	£9.85	£7.88	£7.88**
Holiday Pay	£9.04	£11.53	£9.04	£5.76
Public Holiday Rate	£126.00	£157.50	£126.00	£78.75
Hourly PH O/T Rate	£11.81	£14.77	£11.81	£11.81**

(Early Call Overtime) Day calls with call times before 0700hrs are charged at £9.85 per hour until 0700hrs

1. Standard Day Calls are a working period of 8 consecutive hours (except for the stipulated meal break) taking place between 0700 hrs and 2200hrs

2. Standard Night Calls are calls scheduled to extend beyond midnight or to commence before 0400hrs.

3. Continuous Working Day Calls consist of a work period of 7 continuous hours. During this entire period the Producer shall provide a running buffet and refreshments for the use of the artistes.

4. The Shift Call is a work period of any 4 continuous hours taking place between 0600 and 2300.

** Payment for 15 minutes overtime

Supplementary Fees

Category A	Change of Clothes, Haircut	£12.50
Category B	Doubling, Special Clothing, Sports Equipment, Inclement Weather / Wetting Down	£19.00
Category C	Firearms, Swimming, Driving, Uniforms, Stills, Minimal Dialogue, Specialised Dancing, Handling Domesticated Animals	£25.00
Category D	Creative Reaction, Specialised Driving, Supply Car	£30.50
Category E	Look-a-like Double, Stand-In, Dialogue	£50.50

Travel Allowances

a	Calls within TFL Zones 1-3	£11.44
b	Calls at Elstree Studios, Pinewood Studios, Shepperton, Long Cross, Twickenham, Leavesden and any base / location from TFL Zone 4 and within a 40 mile radius of Charing Cross	£16.00
c	Any call made at or before 0600hrs (and 0700hrs on Sundays or Bank Holidays) shall receive a supplementary payment of	£14.00

Attendance in a Non-Performing Capacity (e.g. Costume Fitting)

Up to 4hrs	£35.00
Over 4hrs	£84.00

The full PACT / FAA agreement is available to BECTU members.

BECTU is UK's media and entertainment trade union. For information about joining, please visit www.bectu.org.uk