

PHOTO INFORMATION FOR MINORS

Having appropriate, professional photos is a very important determinate of you or your child's success in this industry. It will be your responsibility with our thorough guidance to provide us with photos that represent you and us well. We always recommend professional photos but understand that this can cost a significant amount of money, especially given that young children's appearances change so rapidly. We never require that you use any particular photographer or service, but we do reserve the right to request new photos if what you have provided us does not meet quality standards.

1) NOTES BEFORE YOU BEGIN.

- a) Your submission photos are not "approved" photos for use if older than 6 months. We expect you to follow the instructions here and replace any submission photos that are not requested for use by our team as soon as possible. We cannot do our jobs effectively until we have good photos on all FOUR casting sites.
- b) If you already have photos from a recent shoot that meet our quality requests (read Photo Expectations to determine if you do) please see section 3. We will review what you already have and will request additional photos if necessary.
- c) If you need photos... Professional photos are highly recommended for all children once they are sitting up on their own. Whether you take them yourself or hire a professional, READ OUR PHOTO EXPECTATIONS document and share it with your photographer to ensure that whomever is taking the photos gets what you need and produces the best result. It's very frustrating to have to re-shoot, especially with a paid professional. You may shoot with anyone you like, but you may want to see the list of recommended photographers we provide if you do not have a photographer in mind. We feel those on our list produce excellent quality, work well with children, and are familiar with our needs. Photographers will also often post specials and availability on our PMT FB page. Don't wait to schedule your session; good photographers are often booked up weeks or even months in advance.
- d) Photos for twin or triplet accounts should show all kids with faces close together, except on PMT, where you can also use individual shots if you like.
- e) We may occasionally request that you post good quality snapshots to PMT if you are between professional photo sessions and your child's appearance has changed. We discuss this further in section 7.
- f) SPECIAL NOTE FOR BABIES UNDER/AROUND 6 MONTHS: Simply update photos on PMT and AA with decent snapshots as frequently as you can since they change so rapidly. No approval necessary – just read our Photo Expectations for how you can best photograph your baby. For all babies less than 6 months old, we do not require you to post photos on CN or CF (see below) until your child can sit up on their own. BUT – it is imperative to get good photos up on the casting sites a.s.a.p. as soon as they can. It is busy for 6-9 month olds and then opportunities decrease drastically so we don't want you to miss that window by not having photos up on the casting sites.

- 2) BEFORE YOU SHOOT. Your agent MIGHT request to see snapshots of your child IN your planned photo session wardrobe per below so we can be sure we are on the same page and to ensure that you are well prepared. NOTE: We no longer are providing “wardrobe review” services unless specifically requested by your agent. Please instead view wardrobe samples to emulate in this folder: <https://www.dropbox.com/sh/p7np4cz7c1yyfrj/AACqLMYSMELfo6EbIrnVns6ra?dl=0> Please look for the file for the specific age group you need. Take a look to gain a visual understanding of the type of quality and looks that best serve our needs to best represent you. If you send in photos lacking this quality, we will ask you to reshoot so please ensure you can produce quality photos before you spend time on a lengthy photoshoot, especially if your child is younger and you are taking photos yourself.
- 3) GET OUR SELECTIONS. If you are primarily focused on tv/film work (mostly older clients), you will be sending your gallery directly to your primary agent. For anyone over 6 months old, send 40-50 photos from your shoot(s) that include the required variety of shots (smiling, non-expressive, full body, semi-profile, looking at the camera, looking away, all preferably outdoor) in an online photo album per below via a site that allows zooming so we can view the photos large on the screen (e.g. Dropbox, Google, Smugmug, etc.) If you use Dropbox or Google especially, please share the URL link instead of inviting by email (otherwise it is difficult to share the gallery with other staff members.) If your photographer has their own system for viewing photos online, that will be fine for them to send the album of 40-50 options via their system as long as it is user-friendly. **Do not send your gallery of hundreds of photos; we do not have the time to sift through every photo.** We will select the best 3 or more photos to use and may give specific direction regarding what to upload to the casting sites. Send galleries to photo.review@palomamodelandtalent.com unless your theatrical agent has requested you send directly to them. As of this writing, ALL talent 15+ should send their galleries to Alysa. If we don't find what we need, we may request more photos. If this is the case, when you have the new batch of photos, include the prior approved photos in the new digital album for our review. If you don't receive a response within two weeks, please follow up.
- 4) RETOUCH. Time to remove those imperfections, yes, even on children! Let's face it... it's hard to get that perfect photo of a baby without drool, crumbs, and things in the background. And it's sometimes harder to get that perfect photo of a teen without the occasional blemish. Retouching is always best left to the professionals. Most photographers usually will include retouching a handful of photos with their packages. Some photographers do go overboard with the retouching! We want your child to look like a real child, not a doll. We may ask to dial back the retouching.
- 5) UPLOAD TO CASTING SITES. Once your photos are selected and retouched (if necessary) they need to be put up on the casting websites. We will either tell you

specifically which photos to use where, or if we don't specify, you can use your preferred headshots out of the photos we like given the guidance and instructions below. **UPLOADING PHOTOS IS VERY IMPORTANT OR YOUR CHILD WILL NOT BE SUBMITTED VIA THOSE SITES.** If you have new photos, you must update them yourself on each of the casting sites – no one else does this but you!

PMT – You can upload up to 20 total photos. Include a variety of approved photos and photos from jobs. Keep in mind that PMT profiles are mostly used for print opportunities, but we do often pull headshots off this profile so even if your child is not a strong print candidate, do still keep this site updated with current headshots. Make the first photo a tight crop of the face, and then the rest can include body shots, $\frac{3}{4}$ shots, etc. You must crop photos before you upload. Do not panic if it looks like your photo is cut off. Just the thumbnail square appears as a sample of the photo, but the whole photo appears when you click on the photo. Photos ideally should be under 1MB and cannot have long filenames or any special characters like hashtags or apostrophes in the filenames. **If your child is 12 or younger, once you upload your photos to their PMT profile please send an email to Paloma with subject line “Talent Name – new approved photos uploaded to PMT.”** Please also always delete older photos, especially submission photos!

Casting Networks – CN handles most of the commercial and print work out there, so we want a great smiling headshot for the main pic on this site. We recommend for older kids that you post multiple looks (like a moody tween/teen shot) and a body shot. Photos must be under 4MB. After the first two free photo uploads with a new account, as of this writing in early 2023, you have to be signed up for their premium package to be able to change pictures. We know this is an exorbitant price to pay to keep this profile updated and we are continually appealing to CN for reasonably priced options. For this reason, we wait until you have a great, retouched photos before either uploading the photos to your CN account for you, or giving you the password so that you can do so. We like for talent's face to generally fill the box for the “thumbnail.” Users can see the full picture if they click on the photo so you aren't losing the entire image. You can crop photos, select a “primary” photo, and hide older photos yourself on CN. Make sure you've made the commercial photo we selected as the “primary” photo. Along with CN's premium package comes the option to have unlimited photos, so if you are signed up for that, go ahead and upload more approved photos. With CN's new setup, you **MUST** upload new photos to your Paloma Profile (not the Personal Profile) or we will not be able to see them!

Casting Frontier – CF charges you \$9.99 to change your photo after you upload your first free one. The website takes only JPG or PNG files under 5MB only. You must use their crop box to zoom in on the face, but FYI, it does **NOT** retain the rest of the photo. So once your crop, CDs will not be able to see anything else. If you want your profile to show more than one photo, you

have to pay for one of the premium account or pay per photo. Do not upload any photos not yet approved. For babies under 6 months old, do not upload any photos unless approved by Geri (admin) and disregard any messages sent by CF reminding you to add a photo. We generally feel that only one smiling photo is sufficient on CF since it is mainly only commercial work.

Actors Access – AA gives you two free photos, so when you need to change them, delete the prior “free” photos and upload two new ones so you never have to pay! Additional photos cost \$10 each to upload. Typically the two photos will suffice, but older, more advanced actors will be asked to have additional looks. **Make the crop box just larger than talent’s face and be sure to ASSIGN THE PHOTOS TO PALOMA MODEL AND TALENT and make two of them “primary” for each category: commercial (smiling) and theatrical (either serious or some different expression.)** We do not need any full body or print photos on AA; this site is mostly used for tv/film. Even though you crop in on the face for the thumbnail, CDs can still see the full picture when they click on it. Please note we also encourage you to add a free “slate shot” video to your primary headshots on AA. Film these in good light and sound ideally in the same wardrobe as your headshot.

- 6) **KEEP THEM CURRENT.** When do you need new photos? For one, whenever talent meets a milestone or has a significant change in appearance. This is particularly important for babies: when they can sit or stand, get teeth, or grow a significant amount of hair. As kids get older, if they lose teeth, have teeth grow in, or change their hair, your photos need to reflect that. It is particularly important to remove old photos from casting sites when they no longer reflect your child’s appearance, especially when teeth come in or fall out. Even if your child’s looks don’t change, how they smile and photograph may change. **Please consult with your agent before piercing ears, getting braces, or cutting or coloring your hair anything beyond maintaining the talent’s general current appearance.** Barring any significant changes, photos typically should be updated every 2 weeks for newborns, 2-3 months for babies, 4-6 months for younger kids, and 6-12 months for older kids.
- 7) **“TEMPORARY” PHOTOS.** As mentioned on the first page, on occasion, one of our agents may ask you to upload temporary pictures to your PMT profile or other casting sites. We might do this when we are in a pinch because your photos are out of date but we really want to submit you for an opportunity. Uploading temporary photos is just a bandaid until you get more professional shots. So just because you have uploaded temporary snapshots, it does not delay the need to still get “approved” shots from a professional photographer (ideally) as soon as possible. You should not pay to upload temporary snapshots to any of the casting sites unless one of our agents specifically requests that. You will just have to replace those and cost you more money. :(

8) **2023 note: Physical headshots are not needed at all. Even post-COVID we expect that hard copy headshots will rarely be needed**

If you have any questions after reading the Photo Expectations (separate document!), you can email photo.review@palomamodelandtalent.com, for your quickest response. You can also send sample photos to get an opinion on whether or not your photos will meet the quality standards. Have fun!

