

Congratulations on joining the Paloma Model & Talent family!! We are so thrilled to have you on board. In our attempt to be as environmentally sensitive as possible, we will provide you necessary documents and information in downloadable electronic format on your talent access page. You will have to sign and email some of them back to us, namely those in paragraph 4 below. **Before you have access to your talent profile on our website, you must acknowledge that you have read and understand the information contained in the various documents we've provided for you.** New or not to the business, please read them all. Other agencies do not tell their talent much, so you may find a wealth of knowledge that we have provided for you! We know it's a lot, but it really helps us all to be on the same page.

The electronic acknowledgement on your talent profile eliminates our having to print and mail these documents, have you sign and return them, and retain a paper copy of all of them. As soon as you choose to join us, you/your child is put into our database that our clients can see and select from for auditions and direct bookings, so please read these documents as soon as possible. We recommend reading them again every few months, as you will more fully "get" what we are talking about once you have been working with us a while.

Please read this welcome letter to familiarize yourself with the basics, then read the other documents and check off the acknowledgement boxes. **YOU WILL NOT BE ABLE TO START STEP #1 UNTIL YOU READ ALL THE DOCUMENTS AND CHECK OFF THE BOXES.** It is especially important to read the Photo Information and Casting Website Setup documents or you will not become fully setup and submitted for opportunities! After you read, here is what you need to do to be ready to go to work!

- 1) Complete your PMT profile and tie up loose ends. Add in additional talent under "My Details" and add "Contact Information," including **at least** two phone numbers and emails. If talent is an adult, please add in anyone close to you in the "Contact Information" section that we can reach out to in case we are having trouble reaching you. Our clients can search by geographic area, so please add your city and zip code! Your acceptance of our representation signifies that the talent is not represented in the same area by any other agency. If the talent was previously represented by another agency without a contract or with an expired contract, send a courtesy letter or email to your previous agency telling them you no longer need their representation and remove that reference to prior representation from your PMT profile notes.
- 2) Correct any information from your submission. Sizes are in UNWASHED clothes (not what you are buying for your child to grow into.) It is NOT good to be in clothes bigger than their age. For instance, the industry does not like a 9m old to fit into 12-18m size clothes. If your child is 4 years old and they fit a size 6, this does not benefit your child as the client will expect a child that acts and speaks like a 6 year-old. If casting directors do a search on our website for a certain size and your profile is not updated, they will either miss you or get upset when they call in talent that is not in the category they wanted. While submission photos remain on the page, they are NOT automatically accepted as PMT approved photos; please see the Photo Information document.

- 3) **BE REACHABLE.** Check email and phones as frequently as you can during the day, and definitely before you go to bed. We really mean this! **If you cannot check your email several times a day, we may have a frustrating short-term relationship.** Audition notices will first go to through email and text (you will your enter number and carrier on all casting sites per the instructions). Set a special tone or VIP alert for all of our emails and those of the casting sites. If you break or lose your phone, provide us with alternate means to contact you ASAP and be diligent about checking that secondary resource as well as your primary phone's VM remotely and email.
- 4) We will need the following paperwork sent to us. You will find information about each of these below on your talent access page. Please sign and send them – email preferred with talent's name in the subject line to Geri at [admin@palomamodelandtalent.com](mailto:admin@palomamodelandtalent.com). You can send the work permit at a later date. We prefer that you electronically sign or scan in these documents as opposed to sending photos of them. If you do not have a home scanner please get a scanning app or use your iPhone (this will be handy on set too!) Some of these docs require a social security number. Feel free to send these docs password protected or by whatever secure means you desire.
- a. Contract – pdf only accepted as this requires a countersignature on our end. Please send all pages as one file. And yes, kids, even babies, must sign.
  - b. Minor Guarantee, unless talent is an adult.
  - c. Acknowledgement of non-employee status.
  - d. Acknowledgement of agency fee.
  - e. Work Permit (under 18 and still in school only) – send every six months as you get them renewed and update expiration date on PMT, CN, CF, and AA. Please see documents entitled WORK PERMITS and CASTING WEBSITE SETUP.
  - f. W-9. Adults, fill in your info. For minors, fill this out with your child's information and parent signature as guardian. Leave the Requestor's space blank as this W-9 will be used by various production companies seeking to utilize your services. IF YOU MOVE, WE WILL NEED A NEW W-9. If you send a new W-9 due to change of address please put CHANGE OF ADDRESS in caps in the email subject line and send to [accounting@palomamodelandtalent.com](mailto:accounting@palomamodelandtalent.com), fax, or on the W-9 itself if you mail it in.
  - g. PMT Check Authorization Form. Click the first one for minors, or the second one for anyone over 18.
- 5) **AVAILABILITY/BOOKING OUT.** Due to Covid-19, our industry has changed drastically. Talent is now expected to conduct most auditions via self-tapes and Zoom or other video conferencing tools. As of this writing in early 2023, still only a small percentage of auditions and callbacks, mostly commercial, have been in person. We understand this has been a time of tumultuous change and we do appreciate your commitment to the opportunities we send to you. Self tapes can sometimes be due same day, just as occasionally one might have received a same-day audition notice. We do need our talent to be able to read and respond quickly to audition requests and get those tapes done per the timeline set by the casting director. We anticipate that most theatrical auditions will remain via tape and Zoom, but once things normalize a bit more, talent should be able to get to Los Angeles often and on time M-F and occasionally on the weekends with

next-day notice for commercial and print auditions. This is a business, not a “pick and choose” situation, excluding declines based on moral, religious grounds, or lower-pay (generally jobs under \$500 per day.) Talent is expected to be at auditions unless they are booked out, even on the weekend. (Tip for young families: Set up play dates now with friends so you can have others return the favor when you need to take one of your kids to an audition or job and need someone to watch the others.) Inform us immediately when you are unavailable any day except major holidays with your reason (e.g. – vacation, doctor’s appointment you cannot change; test your child cannot miss) by booking out, even months in advance. Bookouts should NOT be entered for weekly classes, rehearsals, sports practices, etc. Remember the more bookouts one has, the less they will be submitted, so enter them only when absolutely necessary. Please read the Casting Website Setup document for specific instructions for booking out.

- 6) ILLNESS ☹ In the Covid-19 era, talent needs to respect the restrictions and protocols required by productions and the government. If talent (or talent’s close contacts) is exposed, please do not pursue work until you are cleared. We know that when you have a sick child or are sick yourself, booking out may be the last thing on your mind, but we really do need you to book out when illness (yours or your child’s) prevents you from attending auditions. Do not wait for us to call you for a casting and then tell us they are sick. We are often submitting late in the day for auditions the next day or even same-day, so if you know your child is sick, let us know so we don’t submit them and then have to decline them. If talent is sick in any way before a booked job, please inform us RIGHT AWAY; don’t wait until evening or worse, the morning of. If you have an emergency that prevents you from getting online to book out, please leave someone on our staff an email, text, or voicemail with an alert so we can take action on your behalf.
  
- 7) SOCIAL MEDIA! Our public presence is on Instagram @palomamodelandtalent where we post our work and bookings. We use hashtags like #palomacommercial and #palomatheatrical. Feel free to use them, but only when working or going to auditions, not just for your new headshot, for example. Please see the Social Media Posting doc for more info on policy. We do not mandate any form of social media or public presence for talent, especially young children, so set those up at your own discretion if you wish, and with security and safety in mind. If talent has publicly available sites, we may use them to help promote you to casting directors and our clients. We also encourage you to join our private Facebook page, the home great conversations, information, and social activity to get to know our PMT family. We have also used FB to ask if someone has a particular skill or personal experience, or to let you know of additional opportunities. Once you have filled out your profile information, sent in your docs and either met us, worked a job (newborns), or sent us your digital album of photos, please send Geri ([admin@palomamodelandtalent.com](mailto:admin@palomamodelandtalent.com)) your child’s name (or yours if adult), your FB name, and the email associated with your FB account. If you aren’t on FB with us you are missing out on valuable information that keeps you in the loop. We have the main PMT page for industry related posts, and the PMT Families page for all things fun, social, personal, and non-industry related. Content on FB pages is to be held in the strictest confidence. In the rare case you have associations with other agencies, you will not be given access to our FB pages. Also, if your child has to go inactive for any significant

period of time, you will be removed from the FB pages and will have to be added back when your child becomes active again..

- 8) **FAMILY PROFILES.** Hiring real couples and families has become quite popular, and even more-so in the Covid world. We can submit part of or your whole family on CN and CF, but they have to be generally available for self tapes and/or auditions and work. Sometimes they will accept photos of missing family members on auditions. Please note our policy is that unless partners or family members have other representation, we will earn commission on additional people as well if they book a job. If you are interested in setting up a couple or family profile, you need to send a vertical-oriented RECENT family photo, not seasonal (and no hats or sunglasses) showing whomever can attend auditions to Paloma with instructions to set up a family profile on Casting Networks. Send the names and dates of birth (at least year for adults) of everyone as well. You can also set up a family profile on Casting Frontier once the photo is approved by Paloma, but there are not many opportunities on that site. We also ask you to create a family pdf so that we can share that with casting directors. Ask Paloma for instructions on how to create one when you send your family photos.
- 9) **BE RESPONSIBLE.** This is a reminder that you have the first and final say regarding the safety of you and/or your child. Whether you are at a casting or on a job and safety precautions are in place, your responsibility for your own safety or the well-being of your child never ceases. We at Paloma Model & Talent will do our part to not “send or cause to be sent, any artist to any place where the health, safety, or welfare of the artist could be adversely affected, the character of which place the talent agency could have ascertained upon reasonable inquiry.” (Laws Relating To Talent Agencies, § 1700.33) We rely upon our knowledge of reputable casting agencies and production companies, but it is impossible for us to know every situation you will encounter, or every individual you will be in contact with. Per law, you must always stay within either sight or sound of your child and remain their advocate for their safety when they are on a job. Paid jobs will always provide insurance in case of injury to the artist, but castings likely will not have a legal obligation responsibility in case of injury. Talent agencies do not employ the talent and do not provide any kind of insurance coverage.
- 10) **MEETING US.** With rare exception, we meet with all talent age 5 and up. Due to Covid-19, nearly all meetings are conducted via Zoom. We don't meet with children under 5 because we get that most younger children are novices and don't have a lot of experience so interviews are generally unnecessary. We garner a lot of information about your child's abilities from videotape audition requests. If you feel strongly about meeting us first, let us know and we will keep your child in our inactive file until we meet and feel comfortable.
- 11) **REFERRALS.** We thank you for loving us in advance and wanting to tell all your friends with kids about our agency. ☺ If you do want to refer someone to us, please tell them to submit on our website as opposed to calling or direct emailing, as those submissions can more easily fall through the cracks. Tell them to mention that you referred them in their submission notes. Bear in mind that above around age 13, or size 10-12, we are

often only looking for actors, not models.

We know there is a lot to take in, but please refer to the documents before you email us, as chances are the answer to your question is already in these docs. We will also occasionally send update emails that will contain lots of great updated information and reminders. Welcome to the family!!!!

Sincerely,  
Paloma Jackson & Alysa Brennan  
Sisters and Owners, Paloma Model & Talent, Inc.

