

**The South Devon Players Theatre & Film Company**  
**Actors agency contract**  
2017

We are deliberately trying to keep notes and rules to a minimum.

This is a team for experienced, confident, professionally-minded performers only.

Please note that we will never knowingly represent cast for roles which require a fee to apply or be cast, and that we do not represent cast for roles involving explicit sexual scenes.

#### WHAT PERFORMERS CAN EXPECT FROM US

- Non-exclusive representation to local film, theatre and other performance production teams working in, or linked, to the Southwest of England. We represent actors primarily for speaking roles only. You may receive information on extras jobs, clearly stated, but we tend to avoid these.
- Information on open castings to be made available when relevant to the area or to specialist interests, via locked social media forum.
- Absolutely no fees for joining, representation, or photos. (Instead, we hope that if you get a paid job through us and are happy with it, that you will instead consider a voluntary donation to our running costs. This is not mandatory).
- The upholding of your right to be treated with respect and dignity on set/ at the show.
- The requirement from us, that all jobs for which you are put forward, adhere to basic minimum standards and that you are provided with all information up-front in the job description.
  - (Paid/ profitshare) – Information on dates, location, requirements, pay rate, supply of showreel images/ video clips, as provided to us by the production company.
  - (Unpaid) – What expenses are covered, dates, locations, requirements, and details of requisite provision of showreel footage and images. (please note that while we will represent those of our performers who are interested, for unpaid work, we do require that companies who are able to pay, do so. Student, independent and small-charity projects need to make sure that we are aware of their status in order to have actors represented to them.)

#### TERMS OF REPRESENTATION & WHAT WE EXPECT FROM PERFORMERS

- To reply within 24 hours to any offered casting (you will usually be contacted online)
- To provide to the Agency, your up-to-date resume, and headshots (showreel if possible), also listing specialist skills (eg, swordfighting, horseriding, typing, swimming, driving), which may be provided to casting directors when we put you forward for a job.
- To let us know if you sign to another agent (this is not a problem, it lets us know for admin, is all) and to make sure that the other agent is aware that you are also signed to us.
- The ability and willingness to communicate with regard to rehearsal/ show attendance.
- When agreeing to be in a film or stage production, to keep yourself available for rehearsals and performance dates.
- Excellent timekeeping on any performance, costume fitting, rehearsal or audition. Not showing up, or wilfully letting a production down, results in immediate removal from the agency. Please be aware that being late or no-showing can result in the production company incurring wasted costs, and those will be reimbursed in full to the production company by the person who incurred them by not turning up or being late.
- The ability to keep details of a production, confidential, when asked. Production companies may ask you to sign non-disclosure agreements, or image release forms, and you will be expected to adhere to these.
- Professional and pleasant behaviour towards all those others with whom you have to work.
- The utmost care to be taken of all costumes, and properties assigned to the actor for the duration of a show, and their prompt return at the end of the show “run” or film shoot.
- To respond promptly to direction, or administrative decisions
- To raise any questions or concerns as soon as practicable.
- To have relevant experience, literacy and skills to complete whatever role that you agree to take.
- To have the ability to travel to and from wherever you are required to perform, by yourself, either by your

own transport, or public transport.

- To declare any earnings made to HMRC within that time required by law.
- To act within the law at all times when you are representing our team.
- To have due regard for health and safety when on set.
- Helping to keep rehearsal and performance venues tidy after use.
- The development of performance, and communication (verbal. Non-verbal) skills consummate with those required for a professional performance on stage and/or film.

**The South Devon Players Theatre & Film Casting Agency**  
**PERFORMER CONTRACT**

YOUR NAME  
ADDRESS  
EMAIL  
PHONE

I understand that

- This is not a “drop in” or amateur dramatics hobby group, and that I am joining a professional team of serious dedicated performers in professional productions, and that I will be expected to respect and work within that ethos.
- I will not be put forward for any casting which requires a fee for me to get involved, or for explicit sexual scenes. If I arrive at a job and am asked for this, I understand that I may decline to continue, as this will be against the information provided by the production company to the agency. If this happens, I will also inform The South Devon Players Theatre & Film Casting Agency immediately.
- My image(s) and video clips will be hosted online and made available through any media, new or existing, to the public. My resume and photographs, may be provided to casting directors at any time.
- I have the experience and skills stated on my resume, that the details are all correct, and that I will update them as needed.
- If I do not respond within 24 hours to an offer of work (to definitely accept or decline), then I may be removed from the agency books.
- Any image or video that has been publicly hosted of me, may also be used by myself for portfolio and showreel purposes, with credit to the production company.
- I should not take “on set” selfies or other images/ recordings, without specific personal permission, and that I should not attempt to override the director and production team.
- I am expected to arrive for any casting, audition, rehearsal, that I have agreed to undertake, on time or early, and that I may be responsible for arranging my own travel to that appointment.
- If by my actions of being late, not turning up, or other unprofessional behaviour at the job, I incur extra expense for the production company (eg fitted costumes being no longer of use, wage for replacement performer, extra venue or equipment hire, cancellation fees, etc) then I am fully liable to the production company for the expenses that I have caused them, and will reimburse that cost myself.
- I will not attend rehearsals or productions under the influence of alcohol or any substance that will alter my behaviour, and that if I have a genuine medical reason to do so, I will communicate in advance with the director.
- I will not be required to pay any fee for joining The South Devon Players Theatre & Film Casting Agency but that I may make a voluntary donation to running costs, if I am happy with the jobs I have been provided with, by the agency.
- I am not permitted to bring friends or family to a job, unless agreed in writing beforehand.
- I am expected to keep production details confidential, when required by the production company.
- I will respect and take care of any costume, props or equipment with which I am entrusted during a job. (not spilling food on them, smoking in them, etc) and will return all production property at the end of the job, as required, to the production company.

- I will be expected to behave in a professional, pleasant manner towards all other members of the team or public, and if I have any concern, I will approach the South Devon Players administrative team, or the production team, as relevant and most expedient.
- I will keep the internal details of any production, including contacts, administration, membership, documents, discussion and any media, confidential and not spread them to third parties, in any form, without written permission from the production company.
- I will receive the agreed payments/ remunerations, within a time stated by the production company, and that if that time is overrun, that both I, and The South Devon Players theatre & Film Casting Agency, will pursue the production company to provide this. I understand that I may be paid directly, or through The South Devon Players, but this will be explained to me clearly.
- I will abide by the members rules, constitution, and confidentiality policies of The South Devon Players Theatre & Film Company and that I understand that I can read them at the casting, and at any time on the website [www.southdevonplayers.com](http://www.southdevonplayers.com).
- I will help keep the rehearsal and performance locations, neat, clean and secured.
- Breaking the terms of this contract may result in my being immediately removed from the South Devon Players Theatre & Film Casting Agency.

**I also confirm**

- that I have emailed a PDF or Word document of my accurate and up-to-date resume, showing my performance work, specialist skills, etc, as well as my latest headshots, to [southdevonplayers@gmail.com](mailto:southdevonplayers@gmail.com).
- That I am aged over 18 at the time of signing
- That I am solely responsible for my behaviour, working on any production for which I am represented.
- That I will not bring myself, The South Devon Players Theatre & Film Casting Agency, or the production on which I am working, into disrepute in any manner whatsoever, either by my behaviour on the job towards other members of the production, or towards the public, or by my use of social and other media/ communication devices.
- I am legally allowed to seek employment within the United Kingdom, and that I am able to provide evidence of this if asked.

SIGNED

WITNESS

DATE

**Please state if Equity, Spotlight, or Mandy.com member:**

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**PERFORMERS CHECKLIST**

**HAVE AN “ACTING” BAG CONTAINING**

- standard natural makeup
- suncream
- hand sanitiser
- wet wipes
- spare Tshirt
- covering swimwear (not thongs! - good, covering swimwear is very useful to wear under costumes if doing any high speed changes or remaining decent at costume fittings)
- a bar of chocolate or other quick snack (something that is not in a noisy wrapper )
- a bottle of water
- a pen, and a book (in case you are waiting around on set for your scene)
- deodorant
- your script
- your diary

**WHEN PREPARING FOR A REHEARSAL OR SHOW**

- Pack the night before!
- Practice (then pack) any script that you have been sent.
- Carefully check all role information, do you need to bring anything especial?
- Make sure you have public transport timetables, maps etc as needed.
- Get an early night, there is nothing worse than arriving tired and ratty in the morning.
- Make sure that you are not under the influence of any substance, legal, or illegal.
- Make sure that you have a contact number for someone connected with the production, in case anything goes wrong with travel.

**ON SET**

- Be prepared to turn your phone off. Keep it on silent at the minimum.
- Do not be distracted by chatting, playing on phones, etc, so that you are not paying full attention to what the producer, director or other crew are saying to you.
- Keep things pleasant, positive, and professional. You will not like everyone that you have to work with, but unless something endangering is happening, then keep it pleasant.
- Do not take photos, selfies, etc, on set, or at the production, unless you have express permission.
- Do not bother any famous performers with whom you are working, for autographs, etc. They are working, the same as you, and need to concentrate on their performance, the same as you do.
- Once on set, or near to the filming / performance space, please remain quiet, and speak quietly. Sound may be recorded, or heard by audience, and therefore the sounds in that area need to be strictly those required for the film or performance.
- Don't flirt with other cast behind the scenes. That can be a very fast way to cause offence.