

Bonnie & Betty

FAMILY

DIVISION

INFO PACK

INDEX

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WELCOME TO BONNIE & BETTY!
REGISTERING YOUR FAMILY WITH THE AGENCY

Congratulations on your family's offer of a place with the agency!

Please read this Info Pack in full so that you are clear with the commitment required before proceeding. This pack should also answer most of the questions you have. If there is anything you are still unsure of, please email administrator@bonnieandbetty.com and someone from the Admin team will get back to you. Please note that during our application intakes, the Admin team is extremely busy and it may take longer than usual to reply to your emails.

Please follow the details in your family's acceptance email for accepting the place with the agency and completing the subsequent registration. This includes sending us the signed T&C document and completing your online registration form.

Please refer to Pages 6-7 for an explanation of your Bonnie & Betty login, and pages 8-10 for a detailed explanation of the online registration form you need to complete. You can use this as a guide whilst you complete the form.

Our registration period is 30 days, so please prioritise the above being done as soon as possible so that we can proceed with the remainder of their registration within the time assigned.

Once your family's registration with our Admin team is complete, Bonnie will do the final checks and then your profile will go live, at which time you will be emailed to confirm this and your 12 month contract with us will commence.

Please note: We realise that individual circumstances can change (i.e. work commitments), but please advise us ASAP if one or more family members are no longer able to commit to being a part of the agency, so that we can assess whether we are able to keep the rest of the family on our books or not.

IMPORTANT AGENCY INFORMATION & ADVICE

Glossary

Casting/Audition – This is when a client meets you to see what you look like in the flesh. They may want to monitor how you photograph, if children are well behaved, how you mix as a family, how you react to the camera and how confident they are.

Pencil/Option – This is when you have been short-listed for the job and the client hasn't made the final decision yet, but wants to ensure that you will definitely be available for their shoot. They will pencil particular dates, which means you must keep those dates completely free until further notice.

Client – This is the person who deals with organising the model/talent for the job. It could be a Casting Director, Photographer, Photographers' Agent, a Producer or the Shoot Manager from the company itself.

Brief/Casting Breakdown – This is what an agency receives from the client specifying what they are looking for their shoot and then submits accordingly.

Licence – Whenever a child from the age of newborn to the day they officially leave full time education (when GCSE's are completed) 'works', the client is required to organise a licence to legally allow the child to work. This has to be issued by the local education authority where the child lives.

Other Representation

If your child(ren) is registered to another sole rep agency individually, you need to check with them if they are happy for them to be on our family division books. If they do not allow this then unfortunately we would need to review you as a family if you wanted to stay on minus that child. Please let us know ASAP. We really do not want to find out once you book a job that the other agency will not allow you to do it. We do not work with other agencies on a split commission basis. All jobs booked via us are run through us in their entirety.

Castings

Bonnie and Betty Agency do not deal with open call castings at all, which is when a client simply asks an agency to send along models/artistes of a certain age/criteria without actually seeing them first. All of our castings are by appointment only. This means we have received a brief from our client and have then submitted any appropriate families to them. They have then spent time going through all the submissions they have received from the agency's they have sent their brief over to, and from there selected a number of families they would like to meet for their casting. Therefore, if you get a call from the agency to say you have a casting, this means you have been specifically requested by the client based upon your model card.

Nowadays, the majority of castings are done via self tape in the first instance, meaning you will be sent a request to just record a 'self tape' at home which you will then submit for the client to see. You may book the job from this, or then be called in for an in person casting/recall. These can be rather short notice, most of the time around 24-48hrs only. This means you should be generally able and willing to commit to short notice appointments. These will 90% of the time take place in Central London or Manchester, depending on whether you have requested to be submitted for North or South division work, or indeed both. Castings for school age children will normally take place between 4-6pm, families not consisting of school age kids will be cast generally at any time throughout the day. Either way, flexibility is the key. When we send you for a casting you will receive

full details (time, address, details of job etc) by email together with a 'Casting Tips' attachment which will give info on what to expect, what to take, how it is likely to work etc, so always read through this before a casting.

Some clients will pay a casting fee and some won't. If they do, this is always for children only. Casting fees don't apply to adults. Kids casting fees usually tend to be around £18 for a TVC casting and £21.60 for a stills casting. Please note TV and film work do not pay any casting fees at all.

After a casting, the client does not go back to each agency with any feedback, we will simply not hear back at all if none of our models/artistes have been pencilled or confirmed or we will get a call/email to ask to pencil any of our models/artistes for the shoot dates who have been short-listed. Some shoots also have dates for wardrobe calls (to organise clothing for the shoot). With some jobs, normally acting ones, there will also be recalls, which is a second audition when the short-listed families audition again in front of more people who then make a final decision from there.

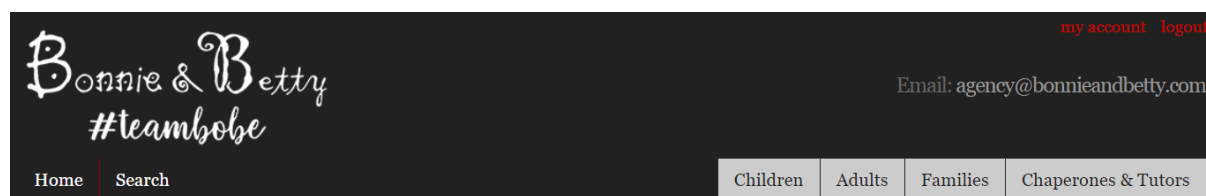
If your family are then confirmed for the shoot, we will forward all shoot info to you as soon as we get it (although this usually doesn't tend to be until the day before). Photographic jobs will usually either be for a couple of hours, half days or full day bookings. TV/Film/commercial bookings are usually always full days. There are regulations as to how long children can work in a day depending on their age and these will of course be followed by the client. As an adult cannot work as both a model/artiste and a chaperone at the same time, if parents are booked alongside their children on a family job, the client will need to organise a professional licensed chaperone, who will monitor all minor's working hours etc. If you are being featured in a TV commercial, the client will often organise a taxi to take you to and from the shoot from your home, depending on your home location and the shoot location. Clients do not usually cover travel expenses unless they are shooting outside of London/M25 for the South division. For the North division, this will depend on where the shoot is taking place, as they vary much more widely.

Please ensure you respond to any emails/messages we send you quickly and efficiently. Please try and check your emails at least once a day and always have your mobile phone on and within reach!

YOUR BONNIE & BETTY LOGIN EXPLAINED

Log in to www.bonnieandbetty.com using the username and password provided in your acceptance email.

When you log in to your profile, your page view will be set out as below. If you have individual family members registered with the agency too, they will all be listed under the same log in.



Hi XXXX

My Lightboxes

You are logged in as:

Lightbox Name	Created	Photos	Delete
---------------	---------	--------	--------

Search Children

My Models

Name	Live	Last update	Update Details	Availability	Photos
Family	No		update		upload

The 'Update' button is where you submit your family's initial online registration form after being accepted to the agency. This is also where you will submit your profile updates throughout your contract. [See pages 8-10 on Updating Profile Information.](#)

The 'Upload' button is where you submit your family images for us to create the model card that our client's will view. [See pages 11-12 on Profile Images & Requirements.](#)

My Models

Name	Live	Last update	Update Details	Availability	Photos
Family	Yes		update	manage	upload

Once a profile is live, the 'Manage' button will appear under the Availability column for you to enter all dates that your family is unavailable for castings and shoots. [See page 13 on our Availability Policy.](#)

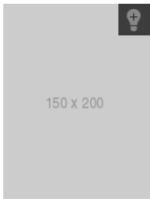
Once your family’s profile is live you will be able to view your model card, which is sent out to our clients. To do this, click on the ‘Families’ tab in the top right of the screen and this will take you to the website search function (although only your own family will be viewable to you).

Family Search

Leave any fields blank if you have no preference

Division 

	South	North
Stills	<input type="checkbox"/>	<input type="checkbox"/>
Stills Straight Only	<input type="checkbox"/>	<input type="checkbox"/>
Commercials	<input type="checkbox"/>	<input type="checkbox"/>
Commercials Straight Only	<input type="checkbox"/>	<input type="checkbox"/>



Family
 Model Card


Update Results

Contact all

Download all Extra Cards on this page

Download all CV's on this page

You can view your full website profile by clicking on the thumbnail image, and you can download the card by clicking underneath the thumbnail or clicking on the Download button (shown here) at the bottom of the screen page.

ONLINE REGISTRATION FORM & UPDATING PROFILE INFO

The 'Update' button is where you submit your family's initial online registration form after being accepted to the agency. This is also where you will submit your regular profile updates throughout your contract.

The online form **must be completed in one session**, so as soon as 'Update' is clicked, you must go through the form and click 'Submit' at the end (even if there are no changes to be made). If this isn't done, an incomplete form is registered on the system which we must decline. You will receive an email notification of this happening, at which point you can log in and submit another form if you need to.

Once a form is submitted, the 'Update' button will be locked until our admin team review and accept it. This can take up to 10 working days. You will receive an email confirmation as soon as the form has been accepted.

We cannot stress how important it is to keep the agency up to date with changes throughout the year! This includes all family members' heights, clothing and shoe sizes, and any significant changes in hairstyle. **This is the information that we will use to submit your family for briefs** so if it is out-of-date or incorrect, you will not match the briefs you should and will miss out on potential jobs.

The requirements for updating your family's information via an online form are as follows:

If all family members are 5yrs and older: Every 6 months

If you have a family member who is 1-4yrs: Every 3 months

If you have a family member who is 0-12m: Every 1-2 months

We recommend upon joining that you diarise for the above, but if you measure a family member between these periods and notice a change, please feel free to update sooner.

Division Tick boxes

When submitting your family's initial online form for your registration, you will be able to tick boxes for the areas of work you would like to be submitted for. Please note that we may change these tick boxes, for example, if we do not yet hold a passport image for Abroad work.

The 'straight only' boxes refer to jobs whereby the client casts directly from your model site (so you will not need to attend a casting before being confirmed for the job). This may apply, for example, if you are based in the North and registering for divisions within that area but are also able to travel for confirmed bookings (not castings) in the South area and would like to be submitted as such. You cannot register solely for 'straight work only'.

These tick boxes will be locked after your first form submission, but changes can be made by emailing the Admin team.

Type of work	South	North
Stills	<input type="checkbox"/>	<input type="checkbox"/>
Stills Straight Only	<input type="checkbox"/>	<input type="checkbox"/>
Commercials	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Straight Only	<input type="checkbox"/>	<input type="checkbox"/>
Extra work	<input type="checkbox"/>	<input type="checkbox"/>
Abroad (All)	<input type="checkbox"/>	<input type="checkbox"/>

Adding Family Members

This section is only available in your initial online form submission for registration.

Click the 'Add family member' button to add the details of a family member.

Once you have added everyone, click 'save and continue'.

Surname

Appears on the web site

Add family member

Ethnicity

Please select from the list provided. If more than one applies, please notify whoever is handling your registration. We will likely follow up for countries of origin (i.e. Polish, Nigerian, Bajan) as this can help in matching briefs that require a specific country of origin.

Height

Please enter in cms.

Clothing Size

Please enter clothing size in the format as 3-6m, 12-18m, 5-6yrs, 10-11yrs (etc) or 10, 12, 14, 16 (etc) or XS, S, M, L (etc).

Shoe Size

Please enter the UK size i.e. 6, 7, 8 etc. If you have a child who is under 1yrs and has not yet worn shoes, you can measure your child's foot and look online for the relevant UK size if you're not sure what it would be.

Skills/Experience

Please list any sport, music, dance, performance, and language skills that may be relevant here. Please also include if the family member has previous experience in modelling/acting. If there is previous experience, we may request a C.V of job credits to keep on file.

Contact Information

Please include your full address and postcode.

Additional Information (not on the Online Update form):

Not all information is submissible via the update form - please email the following changes to administrator@bonnieandbetty.com:

If you have a **child who is of pre-walking age**, we need to be updated of their activity level until they can walk. The options to choose from are: Sitting Aided, Sitting Unaided, Crawling, Cruising, Walking.

Please also let us know via email if a family member becomes **pregnant**, as we can then consider them for any pregnancy castings. Even if you do not wish to be considered for these castings, we will need to know regarding the change in their appearance, and we will need updated images to reflect this change.

We also need to know if you have **moved home** or if a child in the family has **moved school**.

We use **keywords** on your profile to easily match your family to any relevant briefs. Please email to let us know if any of the below become relevant during your time with us:

- **Actor** – if your family includes actor parents/adults.
- **Model** – if your family includes model parents/adults.
- **Couple** - for a couple within the family who are happy to be submitted for couple work.
- **Experience** - if you have previous credits/experience as a family – not individual credits.
- **Pet** - if you have a pet suitable for us to consider adding to your profile for pet briefs.
- **Pregnant** - if a family member is pregnant.
- **Breastfed** - if you have a baby who is being breastfed.
- **Socials** – if you have a social media account with a following over 5k (please detail).
- **Disability** – if you have a family member who identifies as having a physical disability (please detail).
- **Neurodiverse** – if you have a family member who identifies as having a neurological condition/disability (including ADHD and Autism) (please detail).

If you have family members who have a specific **religion** and you are happy to disclose this, please also kindly let us know so that we can add this to your site for any related briefs.

Please note if anything changes in the future and a keyword is no longer applicable, just drop us an email so we can remove this for you.

ABROAD WORK

If you would like to be submitted for abroad work, we will need an image of each family members' passport with at least 6 months remaining on each one. Please note, we cannot submit you for work overseas until we have received this from you. Please send all passport images to administrator@bonnieandbetty.com. If a passport comes within 6 months of its expiry date, we will stop submitting your family for abroad briefs and will email to notify you of this. As soon as we have an updated version, we can resume submitting you for these briefs.

PROFILE IMAGES & UPDATING

The images on your family's site and model card need to be of good quality as these make up the first impression that our clients have of you! When you upload images via the tool in your log in, they will join a queue to be reviewed. Please allow up to 15 working days for an image upload to be processed, and you will receive an automated email once we have done this. This is when you can log in to see your new card. [See pages 6-7 for instructions on how to upload images and view your model card.](#)

The system allows you to upload up to 30 images at a time and we recommend uploading at least 10 images when updating your images so that we have a good range to choose a final 5 from.

If we do not have enough images to choose a final 5 from or the images are not of good enough quality, we will email you to upload more images. Please note, this will delay your profile/card being updated.

The requirements for updating your family images are as follows:

If all family members are 5yrs and older: Every 6 months

If you have a family member who is 1-4yrs: Every 3 months

If you have a family member who is 0-12m: Every 2 months

Professional Images

If you would like professional images taken for your family division website/card, our agency photographers FayAndrea do offer family division sessions. FayAndrea are a female duo who shoot from their respective home locations in Southgate, North London & Sevenoaks, Kent. They offer both weekday, school holiday and weekend dates throughout the year at both locations as well as set weekend dates at around quarterly intervals across the year which are solely for Bonnie & Betty and where our staff are also present.

For FayAndrea bookings, please email them directly on fay@fayandrea.co.uk and they can advise on forthcoming availability. Please note they always operate a waiting list due to their popularity so it is advisable to book early to avoid disappointment...they typically have around a 2-3 month waiting list at any one time for holidays/weekend dates (often a little less for weekday term time), so we advise planning ahead for when you will be due shots rather than waiting until the time comes. Please ensure to advise them you are with Bonnie & Betty Family Division, as we have set packages and discounted prices available just for you.

We do have several other photographers we can recommend also, so please get in touch if you would like a full list of other recommendations.

IMAGE REQUIREMENTS & EXAMPLES

The images on our family division **do not need to be professional**. Clear, current snapshots taken at home are absolutely fine.

Please take images in **portrait orientation**, as our system crops in portrait. This means that landscape images of multiple people can end up with people being cropped out, so they are not useable!

Images with **all family members** are essential, and we can consider additional images with a mixture of family members (i.e. parents, children, one parent and children etc).

Your images must reflect family members' current looks, so if someone has had a significant change, i.e. hair style/major cut, this needs to be updated via your images.

- Upload 10-20 images at a time for us to choose a final 5.
- Take images in portrait orientation.
- Must include images with all family members in.
- Include images with different facial expressions (neutral, smiling, laughing).
- No phone filters.

- Please don't crop the images yourself as we will do that for you.



AVAILABILITY POLICY

We require you to use the calendar in your log in to 'book out' any dates on which the whole family is unavailable. We don't mind what the reason is, it could be anything, not necessarily a holiday. Sickness, birthday party, hospital appointment...if you would be unavailable for most of a particular date, you must book it out. Otherwise we are submitting you to clients for various briefs that you may not be available for.

We experience problems daily with people not being available for castings/jobs as they haven't booked out. This causes lots of problems our end, mainly annoying the clients who have gone through a lengthy process to choose their options to cast/pencil only to find out that they are not available. Please be mindful when you get a call/email for a casting/pencil etc, that lots of work has already taken place behind the scenes!

We are fully aware everybody leads very busy lifestyles...we do too! This is exactly why we make the system as easy as we possibly can. By making the commitment to join the agency, you are committing to the terms in which you have signed up to, including the rules regarding availability. **We will issue a note on your file for any casting/assignment we contact you for which you are unavailable.** This is then taken into consideration at the time of renewal. If we find this is becoming a regular occurrence (more than 3 times during your 12mth contract), we do reserve the right to advise you we will need to remove you from our books. You will be notified in writing of this. Most

of our families use the calendar religiously, so this policy keeps it fair for all and stops any repeat offenders from taking advantage.

How to Book Out the Whole Family

1. Log in to your Bonnie & Betty profile. [See Page 6 for instructions on how to do this.](#)
2. Click on the red 'manage' button under availability next to your profile name.
3. Enter the dates you wish to book out (unavailable dates) into the boxes. If you are booking out more than one date, make sure the box that says 'Same as start date' is unticked. If just booking out individual dates, you can keep this box ticked and don't need to enter the end date as being the same as the start date. Once you have entered them in click 'Add'.
4. Please check they are showing in your 'Unavailability Dates' list so you know they have been successfully booked out and you can then log out of your page.

If you are having any issues, please do not hesitate to contact us.

How to Book Out Individual Family Members

If you have one or two family members who are unavailable for a certain set of dates (i.e. parent work commitments or grandparents on holiday), please email the Admin team so that they can make a note manually on your profile.

CHILD LICENSING

If you have a family member who is under the age of 16yrs, we will email you requesting certain documents for 'licensing'.

In order to comply with Government child licensing laws, the agency requires the following for our files for each and every child registered, including those within the family division. This enables us/our clients to instigate a licence for your child each and every time they are confirmed for an assignment which requires a child performance licence. Without the agency holding these documents your child, and by extension your family, will be restricted from us submitting for work.

- 1) A completed Part 2 form per child (we send this to you along with the Info Pack)

Please note that unless your child has worked under a licence before, you should only complete questions 1, 2 & 3, and 4 if of full-time school age, and then 5-9 will be N/A or NONE. The final page is the medical declaration section. You should answer each question with a 'Yes' or 'No'. Please do not leave any questions blank.

- **PLEASE DO NOT DATE AT THE END WHERE ASKED - PLEASE LEAVE DATE BLANK.**
- **PLEASE DO NOT COMPLETE THE FINAL 2 BOXES IN BOLD (UNDERNEATH THE PARAGRAPH 'I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE...' - THIS IS FOR THE APPLICANT (THE CLIENT BOOKING THE CHILD) TO COMPLETE AS AND WHEN APPLYING FOR A LICENCE FOR A PARTICULAR JOB.**

Please send this form to us as a Word document by email. We can accept either an electronic signature or a jpg embedded signature (a pasted image of it).

- 2) A copy of each child's birth certificate (please do NOT post us the original!). If you cannot locate this, a copy of your child's passport will suffice. Again, a scanned electronic copy by email is preferable.
- 3) An individual headshot of each child.

Once we receive these documents from you, the agency will email you to confirm receipt. The documents will then be kept on file and sent to your Council with an individual licence application form each and every time your child works on a job requiring a licence.

Please ensure you keep the agency up to date at all times should you move home or your child changes schools or starts a new school as we will need a new part 2 form with the relevant details on there.

SELF TAPE TIPS & ADVICE

Please see below our general guidelines for self taping. Please always check any specific instructions within each self tape request, as these can sometimes conflict the standard advice. For every single point below, this is always UNLESS INSTRUCTED OTHERWISE. It's important you become familiar with all of the below before a self tape request comes in; these can often be short notice so it's best to practise all of this in advance.

A step by step video encompassing the below tips as well as an example ident & intro can be found here for you to watch and download.

<https://www.dropbox.com/sh/g1fi69gcvphw3wr/AAAE41R36SRMWQm4XlhLpHWka?dl=0>

SETTING

- Your self tape can be shot on any device including a phone, as long as it's clear.
- The room should be well lit (natural light works best if you don't have a ring light or similar). Do not record in front of a window!
- Where possible, please record against a plain wall/background, not with anything going on behind you/a busy wall, which is going to draw the eye away from your face. Most clients' ideal recommendation for a background colour is nothing too bright or dark, ideally it should be neutral e.g medium blue, grey, cream. White is fine but can sometimes wash out very fair skin depending on the light.
- Use a quiet room without background noise, which isn't a thoroughfare.
- ALWAYS record landscape, never portrait (phone tipped on side like a TV screen and not upright as you would normally use it).



- It is important you all come across as you are in everyday life – a natural family. Please just wear casual clothing (unless instructed otherwise) and minimal grooming – no heavy make-up or hair styling for the ladies, just simple everyday grooming.

TECHNIQUE

- The person being recorded should be centre of screen and shot around chest up. Not too close where you can only just see their shoulders and not too far away where you start to see their waist.
- Where to look... Being yourself (e.g ident/slate, introduction, talking about yourself etc) – TO camera (looking straight down the lens). Not being yourself (e.g. acting/in character) = OFF camera (looking just off camera). The perfect eye line for off camera is just left or right of the camera – same level (not higher, not lower). It's very important that eyes don't then flicker to camera. It's also important you don't turn your face away from camera too much (see step by step video).

IDENT/SLATE

- Unless otherwise indicated, you should always start a self tape casting with your ident/slate. Introduce yourself with your name, age, height and agency (some clients request location or indeed different things, so always check the specific instructions for that casting). Remember this is always TO camera. These should ideally be done individually for each person and then all merged together afterwards in an edit.
- If the client asks for 'profiles' as part of the ident/slate this is where you need to turn their whole body to one side, then the other so the viewer can clearly see their left and right profiles. The following link is a great help, but this is also covered within our step by step video. <https://www.youtube.com/watch?v=1PyISjdwiFg>
- If the client asks to see hands, ensure these are shown both sides, held up close to the sides of your face, around 2 seconds either side (see step by step video). Ensure hands and nails are clean.
- If the client asks for a full length body shot as part of the slate/ident, just either zoom out to get full body in or pan the camera down and back up the body (see step by step video).
- Obviously if a baby/young child cannot introduce themselves then a parent should do this on their behalf. Often within a family self tape, the client will ask you to talk about yourselves or discuss something particular. Please carry out the instructions as per the specific request, noting that this is all about the client just seeing you all on camera and getting an idea for your personalities and character, therefore it is important this comes across well within the tape, rather than a very stiff hi and bye!

ACTING

- If you have script/sides to learn, it is obviously preferable that this is off book (learnt off by heart), not only for the performance but also to show your script learning skills. However, if this is not possible, it is advisable this is held up in the area where you are imagining the person you are speaking to and not seen in shot (perhaps by your reader or on a stand).
- If there are other characters within the script, please ensure you have a reader reading in off camera. They should not be seen on camera at any point. As they are likely to be much closer to camera than the actor, it's important they aren't speaking too loudly which will overpower the scene.
- There is no need for either the actor or the reader to read in any stage directions or other notes within the script – just your lines.
- Avoid an absent reader at all costs, which is where you leave a pause for the lines of the other person as opposed to somebody else reading them in. This makes the whole scene feel awkward and unrealistic.
- Ideally, camera should be on a tripod so the reader can be just left or right of camera to enable you to interact with them, rather than an imaginary spot. Use the reader wisely. Interact with them both during your lines but also theirs. Think about facially responding (naturally!); don't just stand there blankly in between your lines; think about their lines just as much as your own.
- Too much movement is often unnecessary and distracting. Don't worry about the stage directions and trying to do the actions within these, these are generally there just to give context to the scene. No need for props.
- Bear in mind a self tape is generally pretty up close and personal, unless instructed otherwise, the client does not want to see big, over the top, exaggerated movements. The delivery of the lines is much more important.

DELIVERY

- If you are asked to do a number of different scenes/takes and need to stitch/merge these together to send over as one video, your iPhone or android device will have the option already built in to do this in the video editor section very easily. If not, you can download various free apps on your phone to do this. If doing on a PC, we like to use <https://www.onlineconverter.com/merge-video>.
- Before you send anything over to us, please review it. Sounds obvious, but if you spot anything you aren't sure of or are not happy with (you're worried the camera work is too wobbly, the sound quality isn't great, the delivery of the sides is off etc), please re-do. If you are picking this up, the chances are so will everybody else.
- ALWAYS ensure your video is re-named correctly. This is VITAL. Not doing this or doing this incorrectly may very well result in your video not being viewed at all or being misplaced. Spending time doing a great self tape is completely irrelevant if it is not re-named correctly. If there is no specific instructions within the request email, as standard please rename your video with your full name and agency name e.g. John Smith – Bonnie and Betty. Full instructions are below if you are unsure how to do this.

PC

1. Go to the video, right click and select 'Rename'

iOS (Iphone/ipad)

1. Go to the App Store
2. Download 'Files' app
3. Go into photos and select file you wish to rename
4. Select 'save to files' and the option to save will then come up with the name of the video
Click on the name of the video (this will be currently auto saved as something like 'IMG_584'
etc)
5. The box will then come up to allow you to rename this
6. Click 'Done'
7. Click 'Save'

Android

1. Go to gallery and find video
2. Click on the top very right option (3 dots) and select 'Details'
3. Click 'Edit' and then click on the current name of the video (3850650606.mp4) and rename
4. Click 'Save'

This is a step by step video - <https://www.youtube.com/watch?v=LfJYELGeIBY>

- Please send all self tapes to us as per the request email. This will typically be via a Dropbox link we will provide, but not always so it's important you only submit this via the method you have been requested to. We cannot accept via other methods other than that indicated. If you have been provided with a Dropbox link, simply click the link to be taken to a Dropbox page where you will upload your video. You do not need a Dropbox account to be able to do this. There is no need to add a reference or job name at all, as this link will be for this specific job only. If asked for 'Your name' on this link, it is important you enter your child's name and not your own. **Note: Each file or folder that you upload through dropbox.com must be 50 GB or smaller. For larger files or folders, use the desktop or mobile apps, which don't have a file size limit.**

GENERAL ZOOM CASTING TIPS & INFORMATION

- Make sure you have downloaded the Zoom app and checked your camera and microphone before the meeting.
- Ensure you are on your preferred device and logged on 10 minutes just before your time slot to ensure you don't miss the start of the meeting. Where possible we would suggest using a laptop/PC rather than a mobile phone for better quality and interaction.
- Ensure the name is set as the person who is taking part in the zoom .i.e. your family name. The client won't let anybody into the room whose name they don't recognise, so 'Dad's Ipad' or 'baby495' wont suffice!
- Just like a live casting, Zoom has a waiting room, so please be mindful of this as you may have to wait to be let in. Please sit tight! Castings do often over run.
- Ensure you wear clean, plain, casual and comfortable clothing, unless otherwise requested. A clean face and clean and tidy hair, hands and nails are a must (unless specified, girls hair should be left brushed loose). No hair products, make-up or jewellery, unless otherwise requested. If you have a Bonnie & Betty top, it is always preferable to wear that unless specified otherwise.
- Please be seated at the audition (unless advised to stand), making sure that the meeting is taking place in a quiet, well-lit room.
- When reading lines on the call, please ensure your eyeline is an inch or 2 to the side of the camera (as per self-tapes).
- If casting children only, please ensure one parent is present to ensure child safe guarding. The clients will record these meetings (much like a live casting would have been).
- Feel free to ask the Agency the fees for the job beforehand if you so wish. Often we may not have this information at casting stage, but you are welcome to ask.
- Double check you are available for all dates given for the job you are attending the casting for.
- Make sure you have our Agency details to hand, as you may be asked on the call. Some clients may ask for your measurements also, so it is a very good idea to note these beforehand.

There is a video up on the Casting Director's Association's YouTube Channel on Zoom casting which is well worth a watch - <https://www.youtube.com/watch?v=VaoU4tDFe1E>

After the meeting, the client will generally only get back to us if they wish to book any of our families; they do not get back to each agent with individual feedback on each family, unless under special circumstances. This means that if you do not hear from the Agency after the casting, then unfortunately the client has not been back in touch in regards to your family.

Any other questions or queries, please feel free to contact the Agency!

MISCELLANEOUS

Mailing List

Upon joining, we will add your email address to our family division mailing list. Throughout the year, we use this mailing list to inform you of various agency news. If you do not wish to be included within this mailing list, please email OPT OUT to bonnie@bonnieandbetty.com.

Social Media

We try to keep our social media updated constantly...please follow us!

INSTAGRAM: <https://www.instagram.com/bonnieandbetty/>

BROADCAST CHANNEL: <https://ig.me/j/AbawfCxuZbBFsFzp/>

We love seeing you guys in action/behind the scenes and sharing these on our Instagram! Whether this be rehearsing or shooting your self tape or attending a live casting/recall/wardrobe/fitting/rehearsal/shoot! We want to see and hear all about it (ensuring client confidentiality is not breached of course!). Please don't forget to tag us on Instagram so we can re-share within our stories.

The Casting Director's Association YouTube channel is well worth a visit – there is a huge array of step by step guides, Q&A's with some top Casting Director's as well as specific conversations relating to topics such as showreels, self taping, zoom casting, photography casting, screen casting, stage casting and much more. Check it out! <https://www.youtube.com/channel/UCVEDx3T6K2b-H9bUBkOBDkw/videos>

Bonnie & Betty Merchandise

Water Bottles - £5.99

Transparent black 650ml bottle, BPA free, with black screw-on lid and fixed handle, with 'Bonnie & Betty #teambobe' logo in white font. Postage is £3.99

A great option to take to castings and shoots as so many of our clients are now requesting models and artistes to take along their own refillable bottles instead of handing out bottled water.

We have **Bonnie & Betty T-shirts and Hoodies** for sale, which most of our parents buy for their child to wear to castings, to & from shoots, and for their headshot shoots. Please note, we only have a limited number of hoodies available and will be discontinuing these after this batch is sold.

All orders need to be emailed to administrator@bonnieandbetty.com with the following:

- *Name of Child*
- *Hoodie or T-shirt Type (see below), Colour and Size*

If you are ordering for one of our agency shoots, please also state the day and time of your child's shoot.

We will then confirm your order and raise an invoice. Once paid, we will post your order out to the address we hold on file via 2nd Class Recorded Delivery. You can also opt to collect from an agency shoot if you have one coming up.

We have a few different options:

Baby T-Shirts - £10

These are standard box fit cotton and come in white only with 'Bonnie & Betty #teambobe' logo on left side of the chest. They come in size 0-6mths and 6-12mths.

Kids Unisex T-Shirts - £10

These are standard box fit T-Shirt tops, round neck and short sleeved with 'Bonnie & Betty #teambobe' logo on left side of chest. They come in white or black in sizes 1-2yrs, 2-3yrs, 3-4yrs, 5-6yrs, 7-8yrs, 9-11yrs & 12-13yrs.

Kids Stretch T-Shirts - £10

We have a limited number of these available in White. We also have ladies sizes only in Black



Women's T-Shirts - £14

As above, these come in sizes XS, S, M and L with 'Bonnie & Betty #teambobe' logo.

Men's T-Shirt - £14

As above, these come in sizes XS, S, M and L with 'Bonnie & Betty #teambobe' logo.

Women's Hoodies - £20

Pale grey cotton with drawstring on hood , one through pocket and 'Bonnie & Betty #teambobe' logo.

Men's Hoodies - £20

Pale grey cotton with drawstring on hood , one through pocket and 'Bonnie & Betty #teambobe' logo.

WE HAVE NO KIDS HOODIES AVAILABLE

Postage is £2.99 for the T-shirts and £5.99 for the hoodies (or £6.99 for combined postage on one of each).