

Plebs

What to expect

If you have never modelled before it can be pretty daunting. We strive to be completely transparent about the entire process because we want our Artists to feel included in the process. This document will give you a run-down of everything that happens from receiving a request for talent, all the way through to completing the job, so bear with us.

1. Getting the Brief

Once a client and their advertising agency agrees on the content of their advert, they will reach out with a Casting Brief. This brief details the quantity of talent they are looking for, as well as skill requirements or physical specifics like age, ethnicity, gender etc. Plebs Agency is dedicated to the practices of 'Blind Casting' which essentially means that unless specified for a very good reason, Artists of all ethnicities will be put forward for each role.

When we have received the brief we will sift through our database of Artists and make a selection based on these requirements, meaning that not every Artist will be put forward for every job opportunity.

2. Selection

If you are one of the Artists that has been selected as part of the package sent to the client for review for a particular job, one of our agents will contact you to check what your availability for the shoot dates look like. This is to ensure that none of the Artists we have put forward for the role have any conflicting arrangements in place. It's incredibly frustrating to find someone perfect for the job, but it turns out they're busy. This should not be taken to mean that you have secured the job at this stage.

Please state on the Information Sheet if there are any types of jobs you do not want to be put forward for. We will refer to this sheet when it comes to scheduling too, so please be as accurate as possible.

We may also at this point request some extra pictures or information from you in order to give you the best chance of getting the job. The client may request you send a short video or "self tape" in which you say a few things about yourself or show off one of your skills. For example, if they needed a musician, they may request a tape of you playing a specific piece of music, or if you play a sport, some footage of you playing said sport.

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The first few times might be a bit awkward, but you'll soon get used to it.

We do ask though that you are prompt in sending these bits through, or, if you're busy, when you will be able to send them over.

3. Being 'Pencilled'

Essentially, being 'pencilled' means that the Client thinks you may be right for the role, but has not made up their mind just yet. This could be for any number of reasons, for example, the ad agency have selected their favourites but haven't yet heard back from their client, or that they are trying to work out which Artists would work best together.

This may also be referred to as being 'optioned'.

The client may at any time release you from this 'pencil' or 'option', meaning that on this occasion, you didn't get the job.

You can be 'pencilled' or 'optioned' by more than one production, but it's really on a first come, first served basis. If, for example, you are released by your first option, you'll still be in with a shot on for your second and even third options.

4. Confirmed – the big 'C' word

After going through all of these stages and you are finally chosen for the job, the client will "confirm" you. Once that word is used, there's no going back. We will ask the client to sign a booking confirmation which is a binding mini-contract between the client and us, ensuring that they can't go back and change their minds. We will also ask that you sign this booking confirmation too, so that you are aware of the implications of withdrawing from the job. This is also covered under Section 7 (Assignments) of the Representation Contract.

The booking confirmation will contain all of the details of the job, including date, time, location, payment amount and any special requests from production like what wardrobe or equipment to bring to set.

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5. On Set

Once all the admin stuff has been dealt with, it's time to actually do the job. Your first time on set can be a bit intimidating, no matter how small the crew is, and it can almost feel like you're starting your first day at a new school. Don't panic. The producers, photographers, stylists and hair and makeup artists are there to make sure you're happy, comfortable, and well fed. If you have a problem that they can't solve, we're here for you too.

Here are some useful tips to get you through the day:

- Bring a book! There might be a lot of waiting around in between shots so make sure you have something with you to keep you occupied.
- Bring a reusable water bottle or keep-cup. I can guarantee you'll put down a half-drunk beverage and you'll never see it again.
- Where you are required to wear wardrobe supplied by production you usually won't have a say in what you're asked to wear. Unless stated on the Information sheet why can't/won't certain types of garments, you'll be required to wear anything the client has picked out for you. Think of it as a costume for a character you are playing, you're not acting as yourself.
- Ladies - please make sure you wear or bring neutral underwear to set. It makes the stylist's job much easier and it'll make you look super professional.
- It should go without saying, but please always be polite and courteous. The Artists that make the best impression to production are easy going, willing to help out and are happy getting stuck in to the job.
- You will usually be given both breakfast and lunch, and there will be snacks available throughout the day, but please make sure you bring a little something with you just in case.
- Don't be offended if you are asked to hang out in a specially designated area for Artists. I can assure you you don't want to be sitting around the client and ad agency people.

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- Alert the hair and makeup artist to any allergies you might have to any products.
- If there's anything you feel uncomfortable about doing, alert one of the producers discreetly. If it is something that you agreed prior to being on set then there's not much we can do unfortunately, so please make sure to read through the booking confirmation thoroughly.
- Most importantly, enjoy yourself. It can be a super fun job if you go in with the right attitude.

Before you leave the set on the final day of shooting you will be required to sign a "Release Form". This is a document that says that you give the client the right to use your likeness to advertise their product. We will not see a copy of this as part of the booking process, so if there's anything you're unsure about, feel free to send us a snap of it and we'll check over it for you

6. Wrapping Up

Once the job is done and dusted it's time to get PAID!

You will need to send us an invoice for your fee. If you don't already have an invoice template, we can send a blank one over to you, or there are lots of automated services you can use online.

We will invoice the client on your behalf. It should take 30 days after the job is completed to receive payment from the client. This is the industry standard. We will then pay you directly into your preferred bank account as soon as we receive payment. Please bear in mind that payments may take longer than 30 days, although this is rare.

Then it's onto the next one.