

STEP 4: BOOKING AND – SHOOT ARRANGEMENTS

"Congratulations, you have been booked." What happens next?

a) **Movie or Series Shooting:**

If you have been selected to be an extra in a movie. You will receive the shoot date, time and collection point or location point. Go direct to the registration point and sign in on a chit/job time card when arriving on set. After signing in you may be required to go for wardrobe or make-up (a prior wardrobe fitting may also be required before the shoot). You will then wait at base camp or the holding area till you are needed. Please take something with to keep you busy and warm, for a film day can be up to 12 hours and more. If you are needed for any more time on set, overtime will be paid. Make sure to sign out and to receive a copy of your chit. Production will forward CCA a copy of the chit and payment will happen according to the chit.

Never leave the set until the coordinator has “wrapped” you.

a) **Fashion or Commercial Shooting:**

If you have been selected to be in a model shoot or commercial. A booker from Celebrities will contact you directly and confirm your shoot/booking with the client. Keep in contact with your booker. The booker will advise you of the time and place to meet or provide you with the name and contact number of the Production Manager.

NB! Please be punctual and always allow extra time for traffic. Don't worry if they are late.

You are being paid from the time they asked you to arrive until the time they are finished with you.

Models/artists relax. Moms, please don't interfere with the shoots!

They know what they want and what they are doing!

Always keep track of your arrival and departure times. Remember to confirm your working days with your booker at Celebrities: Record **your time started** and **time ended** and forward it to your booker of this job. This is important, as we then invoice the Client accordingly. Seeing that bookers work on different jobs, please remember whenever you email something to your booker to identify yourself; name, surname, job/shoot reference. Certain jobs and clients are assigned to certain bookers therefore communicate with the booker the job is assigned to – it will normally be the booker that has confirmed the shoot with you.

We advise you to take water and a small snack to the shoots, although most of the production companies will have refreshments for *those who are working on set*, preventing a hunger knock when you must preform and need the energy.

"What happens if the weather is bad on the shooting day?"

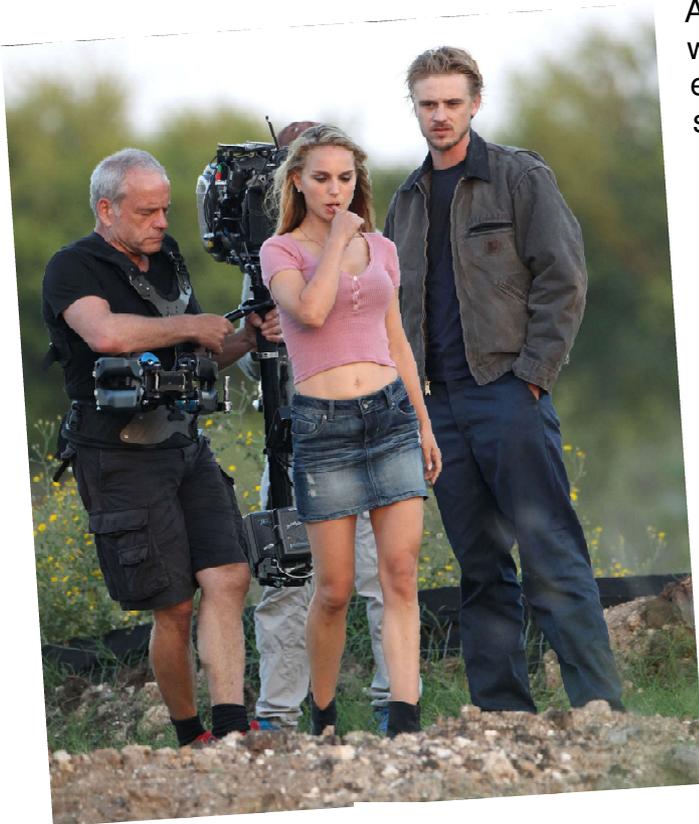
Due to our notoriously changeable weather, schedules sometimes do not run as planned. You are required to contact the production manager when doing outdoor shoots. This is referred to as the "weather call." and confirm, if any time or location change has been made due to adverse weather conditions. By arriving on set, you will automatically be getting a percentage of your daily rate. If the shoot cannot commence, because of bad weather, ALWAYS let Celebrities know what time you were dismissed.

If weather is a problem, production will try and work around it, depending on what kind of shot they are looking for. If the weather might be a problem, the models are usually briefed to give the production manager a "weather call" (we will supply you with his/her cell no, when making the shoot arrangements). Make a weather call to the production manager an hour *before* leaving home for the shoot. He/she will confirm your departure to the set. It is nessasery for invoicing purpose, to inform Celebrities, your booker, if and when you arrive and leave the set.

 Marcel Carstens	 Blanca Coetzee	 Carla Coetzee	 Sharne Du Plessis	 Sivyl Filles	 Tan Filles	 Liam Foreman	 Mieke Laubscher	 Chan Lewis	 Blance Martin	 Leandri Martin			
 Leam Gerber	 Ronan Janero	 Henco Janse van Rensburg	 Johan ansen van Rensburg	 Adam Koch	 Camryn Kretzen	 Charl Laubscher	 Gabrielle Pereira	 Tristan Pereira	 Keno Rossouw	 Ran Smuts	 Kerry Lee Muggleton	 Bea Muller	 Cade Nolan
 Mieke Laubscher	 Chan Lewis	 Blance Martin	 Leandri Martin	 Kerry Lee Muggleton	 Bea Muller	 Cade Nolan	 Ivan van Niekerk	 Werne-Lee Vermeulen	 Amy Lee Wakefield	 Emma Welman	 Cheri Theron	 Haley Van Der Merwe	 Haylee Van Der Merwe

Our Kids shooting in a Dutch ad this weekend. Have fun!

STEP 5: THE SHOOT



Always keep us informed of how a shoot went, any problems you may have experienced and the hours spent on set.

Every shoot aims to run smoothly and to be enjoyable for everyone involved, however it is still "work".

What not to do on set: (Film, TV, documentaries all electronic motion)

1. Please be sure to refrain from hounding the other actors, or the director on set for things like autographs etc. Keep in mind they are busy working, and you are also there representing "Celebrities" so use your time wisely.

2. Do not use your cell phone while on set. Phones are to be switched off during a take on set.

3. *Do not look directly into the cameras, monitors or actors during a take!*

4. *Do not speak out loud, MIME ONLY!*, if you are an extra.

5. LISTEN to the floor manager at all times - he will tell you exactly what to do on set.

6. If wardrobe was not arranged. Do not wear clothes that will draw attention to yourself, such as - bright colours or stripes. Wear plain neutral colours unless you have been briefed otherwise. Also avoid name-brands and just to be safe always take at least 3 other colour option combinations with in a kitbag. No noisy shoes are permitted!

Getting pictures from the production is not so easy, as we do not supply you with a copy. Local work is easier to obtain than the International work, however they are available, but due to the fact that most of the images return to the home base of the international client and are not kept in South Africa it is difficult.

Before leaving the shoot, you are welcome to ask the production manager on set, to ask the director how to go about obtaining a copy, if he/she does not know. Just also keep in mind that promises regarding this issue cannot be made.