



WELCOME

We'd like to offer you a warm welcome to Big Time Management. We're very excited at the prospect of working with your child to see what we can achieve together.

Please have a read of the information in this pack before confirming your place with us. We appreciate there's a lot of detail but It's really important that yourself and your child understands the large commitment involved with being on the agency when auditions and potential jobs come through.



What's In This Pack

- 1 How it works
- 2 School
- 3 Safeguarding
- 4 How often will you get auditions
- 5 Commitment
- 6 Fees & Payment
- 7 Headshots
- 8 Spotlight
- 9 Tagmin
- 10 Showreels



HOW IT WORKS

As an agency we are given casting breakdowns providing us with a clear character synopsis for the role they are casting. This breakdown will also detail exact requirements of talents and ability, physical type and sometimes height restrictions.

Using the information provided we try to submit any children who naturally resemble the character and who we feel have the right skills for the job. If a casting director is interested in your child and wishes to see them for an audition, Big Time Management will contact you straight away.

This can sometimes be with as little as 24 hours notice and should be considered before applying



SCHOOL

AUDITIONS

For auditions it is extremely rare that a child is required to miss any school. These are usually held late afternoon or on Saturdays.

WHEN OFFERED A JOB

In terms of successfully gaining the job, it does usually mean time off school as most production companies film Monday to Friday.

This is extremely common and schools are used to these requests. If it's just the occasional day the council and school give them permission and that's that. If it were for longer periods i.e. your child gained a role in the West End or filming a long movie, the casting company arranges a tutor to work with your child on set and they liaise with their teachers regarding what they should be learning.

SAFEGUARDING

For all paid jobs we have to submit a license to the council. The council then look at the casting company's risk assessments and safeguarding policies. They will also sometimes visit the set to make sure it abides by the necessary safeguarding rules. There are laws in place regarding how long a child can be on set without breaks etc..

CHAPERONING

For some jobs parents can accompany their child and act as their chaperone. There is a day fee for this to cover any temporary loss of earnings. In some cases, casting companies don't allow parents on set so the council provides a licensed chaperone. This chaperone will have undergone enhanced DBS checks and safeguarding training.

We do not find out until you've been offered the job which of the above applies so parents should be comfortable with both options when joining the agency.



HOW OFTEN WILL WE GET AUDITIONS

No agency can guarantee your child work or auditions. It is a highly competitive industry with thousands of children applying for every job, and it is simply not possible to see them all.

The initial shortlist comes down to looks, as photos are the first thing casting directors see. If they are interested in the look they will then look at your child's CV and decide whether they'd like to bring them in for an audition.

There are often trends in terms of look, that the industry pivots to from time to time. We do our best to adapt when that happens, hence why we occasionally ask for alternative photographs.

Please be assured that the agency will be submitting your child daily for many different jobs. We will only put a child forward if they match the criteria for the breakdowns we are currently receiving.

Please don't be disheartened if your child isn't called in for an audition or doesn't get the job. Sometimes it can be down to as little as needing a specific eye colour or certain height; it is no reflection on your child's talent or abilities.



concept goal

vision strategic target

Commitment

achievement integrity value

guide analysis



Lots of jobs that come through are local to London. For West End and Theatre, parents are responsible for getting their child to work. For Tv and film it is quite common for the casting company to provide a car to collect.

For any work abroad or touring the UK, the casting company pays all travel and accommodation as well as a wage. There is also sometimes a food allowance.

Communication is vital! We will be submitting your child regularly for auditions so please let us know in advance of any dates your child is unavailable; this may be due to a vacation or school exams etc.

If your child is put forward for a job It is important that your child attends as many auditions as possible; turning them down looks bad!

As our clients get more and more auditions we start to build a rapport with the casting directors which helps more of our clients get seen. If we put clients forward and they are called in but regularly unable to attend, it not only wastes their time but it also gives us a bad reputation...casting directors talk! This not only ruins it for the child in question but will ruin opportunities for other clients.

FEES & PAYMENT

Big Time Management do not charge for your child to be part of our agency. Instead we take between 10-15% commission on any job your child receives. Exact commission percentages are outlined in your child's contract and depend on the nature of the job.

In order to be submitted for jobs your child needs to be a part of the Spotlight casting directory which costs roughly £100 per year. This can only be applied for through an agent.

WILL YOUR CHILD BE PAID

For most jobs your child will receive payment. As an example this may be a one off buyout fee for a commercial, or weekly wage for a long running show. Usually Big Time Management invoice the production company on your behalf and then make payment to your child after commission.

Production companies can take up to 8 weeks, sometimes longer, to transfer funds after receipt of an invoice.

DOES YOUR CHILD NEED A BANK ACCOUNT

Yes. Big Time are unable to transfer funds to a parent/guardian and must make payment directly to an account for your child.



Headshots

Why are they important?

With hundreds of children auditioning for the same role, one of the first things casting directors look at to create their audition shortlists are headshots, to see if a child has the right look and charisma.

It is important that your child has their headshots updated regularly as they can change so drastically in look as they get older. In the audition room casting directors will be expecting each child to look exactly like the headshot they used when they applied.





Don'ts

If arranging your own photographer

Casting directors are not interested in seeing the prettiest photo or a model perfect child, they want to see character, personality, different playing age potential, their natural look etc...

We wouldn't want you to spend money on your own photoshoot and then be told we can't use the images. The photos to the left are things to avoid...



Youthful & Fun

Something fun and childlike that shows your child's personality and makes them look good fun to work with.



Character

A quirkier and more characterful shot to show a different range of character options i.e. grumpy, cheeky, school bully etc...

Older & More Mature Look

A serious shot that shows your child's oldest playing range.



Sweet & Innocent

A sweet, naturally happy photo that helps show your child's younger playing age.





SPOTLIGHT

WHAT IS IT?

Spotlight is the UK's biggest Casting Directory. It has been running since 1927!

It connects Performers with roles in theatre, TV and film productions.

Performers on Spotlight are recognised by agents and casting professionals as the most talented in the industry. That's why Spotlight is used everyday by casting directors looking to find the best performers for their projects, whether they're casting the latest blockbuster, a new commercial, the next touring theatre production or an eagerly anticipated

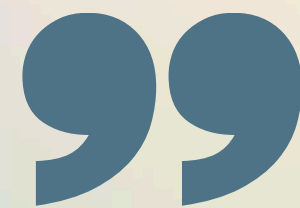
Companies using Spotlight for casting include:



Spotlight membership cost £114
(this is not a payment to Big Time Academy)



Even the most well known actors benefit from having a Spotlight profile!



ROBERT PATTINSON
Spotlight Actors 2010/2011
Page 2755

Sarah Spear
CURTIS BROWN GROUP LTD
Haymarket House, 5th Floor, 28-29 Haymarket, London SW1Y 4SP
Phone: 020-7393 4400
Fax: 020-7393 4401
E-mail: actorsagents@curtisbrown.co.uk
WWW: www.curtisbrown.co.uk

Location:	London	Role Types:	White
Height:	6'1" (185cm)	Eye Colour:	Blue-Green
Weight:	11st. (70kg)	Hair Colour:	Light/Mid Brown
Playing Age:	16 - 20 years	Hair Length:	Mid Length

redits:

Summary

From the makers of the BAFTA Children & Young People Awards nominated, CBBC and BBC iPlayer show "Jamie Johnson", comes Series 2 of the ups and downs of life in an elite football academy!

Our young talent try their best to step up as they navigate the start of their teenage years, and find their identity as genuine sporting prospects!

The show will continue to take an in-depth look at the high pressure environment of modern football at Hawx United, and the wins, draws and loses that come with it!

Production details

Production dates: 3rd July - 1st week September 2023 (tbc.)
Rehearsal period beforehand (tbc.)

Production location: Leeds, United Kingdom

Director: Joe Talbot

Producer: Sam Talbot (Exec), Valerie Ames (Producer)

Contract type: Equity - PACT

Production company Short Form Film for CBBC & BBC iplayer

Casting details

Casting director: JJ Bee

Casting location: London & Tapes, United Kingdom

Job Information

We receive notifications of any jobs that may be appropriate for our clients. We are given information with regards to production dates and filming locations but exact details aren't confirmed until after a client receives a job offer. It's important to keep your Tagmin calendar up to date so we don't submit your child for any auditions they can't attend. This wastes casting directors time and can damage our rapport with them.

Summary

In this section casting directors will sometimes specify they're not accepting phone calls, emails or non-Spotlight suggestions

Jay (Male, 11-15 years)



FOOTBALL ABILITY/EXPERIENCE VITAL - PLEASE FLAG SPECIFICS

PLAYING AGE 12-14

Jay joins the Academy as a trialist halfway through the season. He's a strong, independent personality, someone who's used to standing up for himself and challenging authority. He's not afraid to tell it like it is and will frequently get in trouble for answering back or being cheeky (which he only does to people he thinks deserve it).

Jay is brought in to add a spark to the team through his creativity and his freestyle skills, honed in the football cage on his estate. He comes from a tougher background than most of our kids at the Academy, having been brought up in the foster care system along with his younger twin siblings, but this doesn't weigh heavy on him. Instead he's completely gassed to find himself in the luxurious environment of the Academy, with a comfortable dorm, chef-cooked meals and incredible football facilities.

Playing age:	11-15 years
Height:	Any height
Gender:	Male
Appearance:	Any appearance
Contract type:	Equity - PACT
Contract info:	Child contract - 50% of PACT/Equity minimums

You haven't suggested any clients for this role.

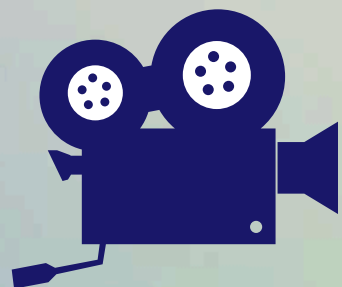
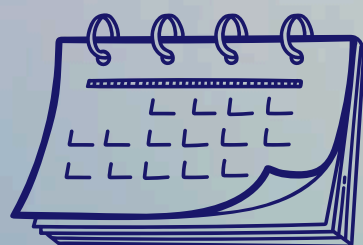
 [Report concern](#)

[Suggest clients](#)

Casting Briefs

We can only submit your child for a job if they match the criteria. This can be as specific as a certain eye colour, hair colour, height etc... or down to whether or not they have a unique skill i.e. football or horse riding

YOUR CHILD'S ACCOUNT



togmin

WHY DO I NEED IT?

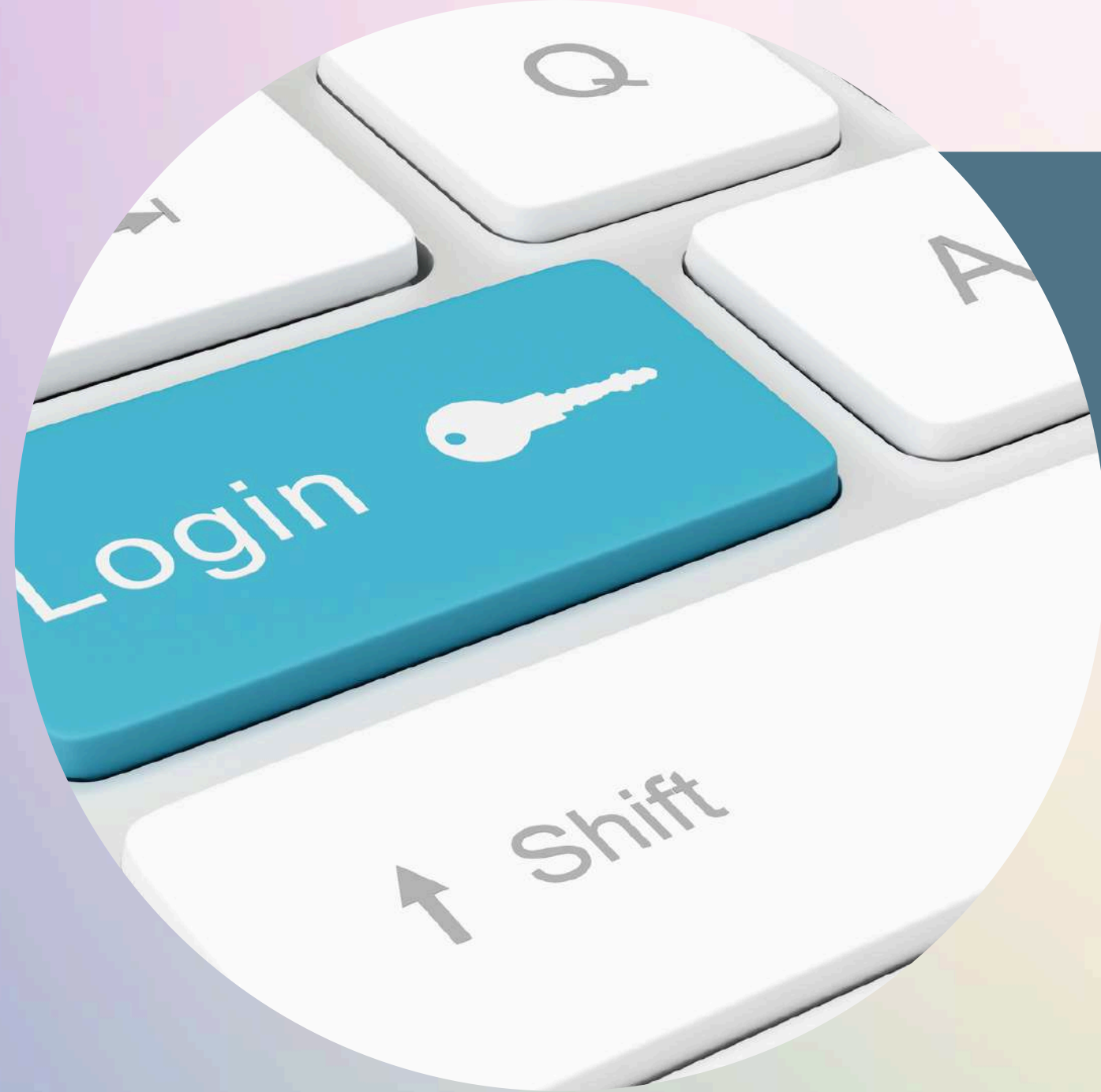
Update your calendar with holidays & exam dates

Confirm attendance for any auditions that come through

Provide all information required for your child's license

Update bank details for your child to receive payments

Keep informed of important dates; wardrobe fittings, press night etc.



How To Access

- Big Time Management will send you a link to create an account.
- Once you have created your username and password please keep this information safe as you will need it each time you login.
- Once you have signed up you can login and update your account here: <http://bigtime.tagmin.com>.
- If you are on Spotlight data from your profile feeds directly into your Tagmin account so it's important to keep that up-to-date too.

You can also access your account via the **free Tagmin app** - just search for 'TagminTalent' in your app store.

SHOWREELS



A showreel is video material of you acting on camera and is helpful for giving casting directors a sense of who you are as a performer.

To read more from Spotlight on why showreels are important

[CLICK HERE](#)



For more information on our recommend showreel production company

[CLICK HERE](#)

