



Youth Division Informational Guide

Welcome to Minc Talent! We look forward to working with you and your child. While there is much to learn about this industry, the following information aims to provide you with some foundational basics to get you started. Please read through this informational guide in its entirety and let us know if you have any questions.

Expectations

Audition attendance – unless your child is booked out, the expectation is you are available every day of the week to attend auditions. We understand things come up, especially with kids, but please understand audition attendance is critical. When an audition is presented, know that the casting director has gone through thousands of submissions to make their selections. It is a privilege to receive an opportunity to audition. If you need a timeframe, please make your request promptly and not 8 hours after you have received your audition notification. The more time we have to juggle, the better the chance of it happening. Canceling an audition after it has been “pending” for a very long time makes all of us look bad. If canceling is necessary, the more time we can give to casting to replace your child for the session, the better. This industry moves quickly, please be prompt!

Bookouts – ongoing, please communicate bookouts to us as needed. If you are going to be on vacation or unavailable on a certain day or dates, please send this information to us so we can bookout your child, meaning we will not submit your child for any projects that audition or shoot during these particular dates. If your child is not booked out, the expectation is they will attend the auditions presented. Bookouts should be sent for dates within a one month’s timeframe to bookout@minctalent.com.

Updates – children change rapidly! Please ensure all casting profiles are kept updated with the latest height, weight, etc. Headshots need to be updated as their look changes – this is more frequent for babies/toddlers and less frequent for older children. Please remember all headshots need to be approved by our office prior to uploading. We cannot and will not submit any talent with outdated profiles.

Casting Profiles

Your child needs a casting profile in LA Casting, Casting Frontier and Actors Access. Once we have your child’s completed information sheet, we will provide you with your child’s login credentials for LA Casting (if they do not already have an existing La Casting profile). It is up to you if you’d like to establish a free/basic or paid profile with Actors Access and Casting Frontier. So long as your child’s profile is linked to our agency, we will be able to handle submissions on their behalf. If you are a free/basic subscriber, you will have to pay per submission for your direct submissions. If you are a paid subscriber, you have unlimited monthly submissions.

Self-Submissions

Once your child has profiles established, you will receive via email various projects you can submit for. Many of these projects are not opened up to agents as they are low to non-paying opportunities; however, these projects are an excellent way to build resume and get reel. We encourage you to submit your child for these projects if you believe the role is a good fit and you are available for the audition date. It’s not uncommon for parents to garner more auditions for their child than their agent. Especially if your

child is at an age that isn't particularly busy – or if your child has minimal resume credits. The public submissions boards often have terrific opportunities that are not opened up to agents. The more your child is seen, the more your child will work!

Paperwork

Please send a copy of your child's work permit and every renewal to us. When your child books, we will request a completed W9 in order to process payment for your child.

Coogan Trust Account

Many, but not all, jobs require a Coogan Trust Account in order to remit payment for your child's work. Simply put, a Coogan Trust Account is a blocked trust account established at a qualified financial institution in California that is insured at all times by either the FDIC, SIPC or NCUSIF. Under California law, whenever a minor renders artistic services, employers are required to deposit 15% of gross earnings directly into the minor's Coogan Trust Account. The monies placed in trust cannot be touched by anyone until the minor turns 18 or becomes legally emancipated. Your existing banking institution likely offers Coogan accounts and they are easy to open.

Auditions, Callbacks, Avails, Bookings

Auditions – typically last 5 to 20 minutes, but in some instances they could take longer. We will provide you with as much information possible about each audition request that is presented for your child, but please know there can always be unexpected variables (last minute time changes by the casting director, long waits, etc.). Please bring your child's headshot/resume to every audition.

Callbacks – simply put, a callback is a request to bring your child back following an initial audition. They liked what they saw the first time – so don't change anything – your child should wear the same wardrobe worn to initial audition. For print work, there are typically no callbacks. For commercial work, there is usually a callback.

Avails – if your child is put on "avail" it means the client is considering your child for the project and is requesting you hold the shoot dates. If they're on avail for 4/3 – 4/8, you hold all of those dates until they're booked or released. This does not mean you refuse auditions for jobs that also shoot during this timeframe. We keep all options open. We need to be contacted if a project you self-submitted for wants to put your child on avail for any and all conflicting dates. Or if your availability has changed for any reason. Otherwise, you hold those dates until we notify you of a booking or release. And most importantly, understand your child can be booked or released on 4/2 for a 4/3 avail. Even the morning of 4/3 is realistic. So asking us to follow up on an avail several days prior to the first avail date, with no other reason other than your curiosity, is no reason for us to follow up with casting.

Booking – a booking is when your child has been chosen and hired for the job. We will send you all booking details once you have confirmed the booking. It's exciting when your child books! Make the day as stress-free as possible by remembering the following things to bring on set - a copy of your child's work permit, Coogan account information, your child's SSN and agency contact information. Many parents have binders containing all pertinent information and make it a habit of bringing to every audition, callback and booking. This is a great idea!

Headshots

Headshots are everything. This business is incredibly competitive and it's important your child's most important marketing tool – their headshot – is strong. Your child's headshot will determine whether or not a casting director wants to invite your child to audition. Good headshots provide a straight angle shot of your child's face with excellent lighting and no distracting backgrounds. We can provide you with

headshot examples if needed, as well as our list of preferred photographers. Headshots should be brought to all auditions – 8 ½ X 11 size headshot with their resume stapled to the back. Contact information should list Minc Talent, 323/320-4116, info@minctalent.com. If your child does not have any relevant work experience yet, list their height, weight, DOB, hair color, eye color and skills.

Training

Equip your child with what they need to book. We don't receive feedback from casting after your child auditions. The only "feedback" we receive is in the way of callbacks, avails and bookings. Depending on your child's age, training may or may not be necessary. But understand the level of competition out there and ensure your child is in a position to maximize their opportunities. On camera training will make being on camera less daunting and will give them the opportunity to shine at their auditions. Familiarity with lingo that casting is throwing out is going to be uncomfortable if your child doesn't understand what they're talking about.

Additional Resource

actors.minctalent.com is our intranet accessible to actors of Minc and addresses a lot of common industry questions. This includes our photographer referrals, definitions of terms you might be unfamiliar with, classes we recommend and more. Username is "Minc" and password is "Talent." If you have suggestions on additional content, please let us know.