

Welcome Aboard- We are pleased to welcome you into the RPM Family. The following policies are very important to our working together, and while many of these are common sense, we require each client initial and sign that you have read and fully comprehend them. We look forward to a very long and successful relationship!

(Initial) Contracts:

We are a SAG franchised agency, so therefore we are required to have you sign contracts. I do however allow for a 90 day trial period in which we determine if we are a good match for each other before these need to be signed. During this trial period we will be diligently submitting and/or pitching you, and will determine by the amount of auditions your submissions are generating whether or not we wish to sign you exclusively. We are VERY serious about our clients and it is very important to us that you are a proactive actor who is as serious about your career as we are. This means that you MUST be in class, and we highly recommend that you do your own networking (casting director workshops, postcards, networking opps.)

We also have a strict policy that if you are unavailable for three auditions, we will no longer be able to submit you. We understand that emergencies come up, but if you are not able to make auditions, there is no need for us to invest our time with no rewards. As you know - we do not make money unless you do - and we must reserve spots on our roster for those like-minded artists.

There is NO excuse for missed auditions once confirmed. Again I understand emergencies occur, but if you do not show to a confirmed audition, we will no longer be able to work together and will remove you from LA casting/Actors Access - no discussion.

We do require a check authorization form to be signed prior to submitting you. (See attachment.)

(Initial) Accounting:

Once an exclusive contract is signed, all jobs you book whether on your own or through our agency must be processed through our agency's payroll company.

If you are not signed exclusively, I still highly advise you to allow our accounting team to handle all negotiations, but it is not mandatory. Many times, production companies pay up to 30% more when dealing with an agency versus an individual talent, so working as a team on all projects will be of significant benefit to you. Many of you have gotten yourselves into contracts that we would have never advised you to sign with buyout rates at pennies on the dollar; so as a team, we will utilize our legal team to review and consult with you on all contracts as well as handle the billing and negotiations. Please make sure that you put RPM Talent down as your agency contact/phone number and let us know immediately of any jobs booked that we are not already involved with. If this is not followed, it will result in immediate termination from the agency as you are in direct violation of your SAG contract. Feel free to contact SAG if you have any legal questions regarding your contractual agreement.

(Initial) Non-Union/Print Job Payments:

Please be advised that while most companies do not wait the full 90 days, all non-union jobs do have that long to pay by law. Therefore, if you have booked a non-union job, do not call the office about payment until a week prior to that cut-off. We will cut you a check IMMEDIATELY after we have received it and will call you to let you know we have received it.

(Initial) SAG Jobs:

All SAG jobs are required to pay within 14 days of shooting. We as your talent agency have 2 days to pay you once we receive the check to allow time to process. If you feel this time frame has expired, you are welcome to call the agency to inquire as late fees are owed to you by the production company.

(Initial) Residuals:

All television shows, once re-aired, pay residuals. It is your responsibility to pay us 10% on all of these payments. These are normally paid to you directly, so you need to make a copy of your check to include with your check. SAG does give us a quarterly report on all residuals paid to our clients- failure to pay these will result in immediate removal from the agency- no exceptions.

(Initial) Theatrical Head Shots:

We ask for a total of forty theatrical hard copies to be delivered to the agency at the beginning of each month. These must be approved and branded with our logo. We will contact you if we need them sooner. You must ALWAYS attach resumes to every head shot you deliver. No exceptions!!

(Initial) Commercial Headshots:

We ask for a total of ten Commercial hard copies to be delivered to the agency at the beginning of each month. As you know, primarily 80% of submissions are done electronically- but you must have headshots to take to every audition. These must be approved and branded with our logo. We will contact you if we need them sooner. You must ALWAYS attach resumes to every head shot you deliver. No exceptions!!

Our resume format is on our website under client protocol. You may print this out as your resume stationary or copy and paste your info directly onto it.

(Initial) LOGOS:

All of our clients' head shots have our logo located at the bottom right corner. Please refer to our website at rpm Talent.net under protocol for samples. There are three different options.

IOU Prints in our building does these for us and they charge a lot less than Argentums, Rays, etc.... They offer both litho and photo quality, do retouching, and will beat anyone in town of like quality so, feel free to take advantage of this if you like. They can be reached at 323-460-4528.

It is VERY IMPORTANT that if you go somewhere else, that you match our format EXACTLY. We will not accept head shots that have altered logos for branding purposes. Again- please refer to our website for down loadable formats and samples.

(Initial) Print Department:

Many of you that are working with our print department have been awaiting the official RPM Portfolios forever.... They are here! They are bright orange- of course- and have the RPM logo on the front. They are available in IOU Prints- located on the first floor of our building 10am-6pm- for \$68.00; they also have the regular ones- black - for \$50.00. Please make sure that if we are representing you for print, that you have an updated portfolio with at least 12 shots- in 9 x 12 sizes for all go sees.

All models in our print department are required to provide us with our standard zed card format. If you haven't had your photos pre-approved, feel free to bring them into the office any Thursday between 2-4pm and we can help you choose them. You can also email them to tiffany@rpm Talent.com if you prefer.

(Initial) Building Neighbors:

We are fortunate enough to share an amazing and positive working space with nine other like minded and positive companies. These companies are "privately owned" and have a board of investors and a few are getting ready to go public in the stock market. I say this so that you are very clear that none of these companies are related or co-operated by RPM. They include- Backstage Hair Salon/ The Seed Boutique/ The Actors Annex/ IOU PRINTS/ JIM Richer Photography/ James Hong Productions/ Just Dance Casting/ Grandstate Films/ Universe II Films.

Due to our proximity, and all of these companies being related to the entertainment industry, the owners offer "specials" to our clients all the time as they do to each others clients. This in my opinion is of great benefit to you- the actor, who in many cases is a struggling artist and appreciates any discounts which might benefit the advancement of their careers. Therefore, I freely pass these offers along to you all as a service, and never as a requirement. Many of you got your SAG card when working with James Hong's

Production Company last year- he went right to us due to our proximity- so it's a great benefit for us to be here.

(Initial) LA Casting:

Anyone who we are representing for commercial must contact LA casting and let them know you need to have your accounts switched to RPM- Commercial. This is the only way we can access your account. It is your responsibility to keep your account updated with current photos, resume additions, and special skills.

(Initial) Actor's Access:

Anyone who we are representing for theatrical must contact Actor's Access and let them know you need to have your accounts switched to your respective agent. This is the only way we can access your account.

We send weekly updates through LA casting and Actors Access- so make sure you always keep your email current as well as the rest of your information- phone numbers, address, credits, etc....

(Initial) Visiting the Office:

We ask that you do not call the office before 3 o'clock unless it is an emergency, as we are busy doing the daily breakdowns. We also ask that you do not drop by unannounced to visit as we are extremely busy and 10 minute interruptions really do add up- not that we wouldn't love to see you...

We have an open door meeting time scheduled every Thursday from 2-4pm - so feel free to stop in then if you need to see someone or have questions we can't help you with over the phone.

(Initial) Classes:

You must be in class if you are serious about this business. We will not work with anyone who believes they have already learned all there is to know, so please keep your resumes updated with your current place of study. If you are looking for a new place, feel free to email me and I can provide you a list of some of my favorites. We also have a list posted on our website- but I am always adding new ones, so feel free to send me glowing reviews of places you have found that you think other actors could benefit from.

(Initial) Kids Department:

We hold a mandatory monthly education hour the first Monday of every month between 12noon-1pm. If you have a child under the age of 18, you must attend this meeting. You will hear some helpful hints plus be able to ask your questions in a group setting which will benefit all those in attendance.

We look forward to a long and mutually beneficial relationship. Thank you ahead of time for your confidence in us!

NAME PRINTED _____

SIGNATURE _____

DATE _____