

**FOREFRONT**

T A L E N T

Background Guidebook

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# Registration and Profile

## Registration Process

So, you've decided you want to work with Forefront? We are happy to help you! Our registration process is a breeze, but there are a couple of things you should know to make sure your profile is setup correctly.

In order to register, please send an email to [office@forefronttalent.ca](mailto:office@forefronttalent.ca) with your photos, union status, and any other applicable information so we can get to know you! If there is room in the database, we will send you a link to register.

## Registration Fee

At this time, there is **no registration fee**.

Forefront Talent also does not charge any annual fees.

*We only make money when you do.*

## Types of Photos

In our registration form you will be asked for two types of headshots. One being a headshot (a photo from below your shoulders to just above your head), the second being a full-frame photo (from your feet to just above your head). **Cell phone photos are perfectly acceptable!** Just make sure you are well lit and in front of a neutral background.



## Changing Information

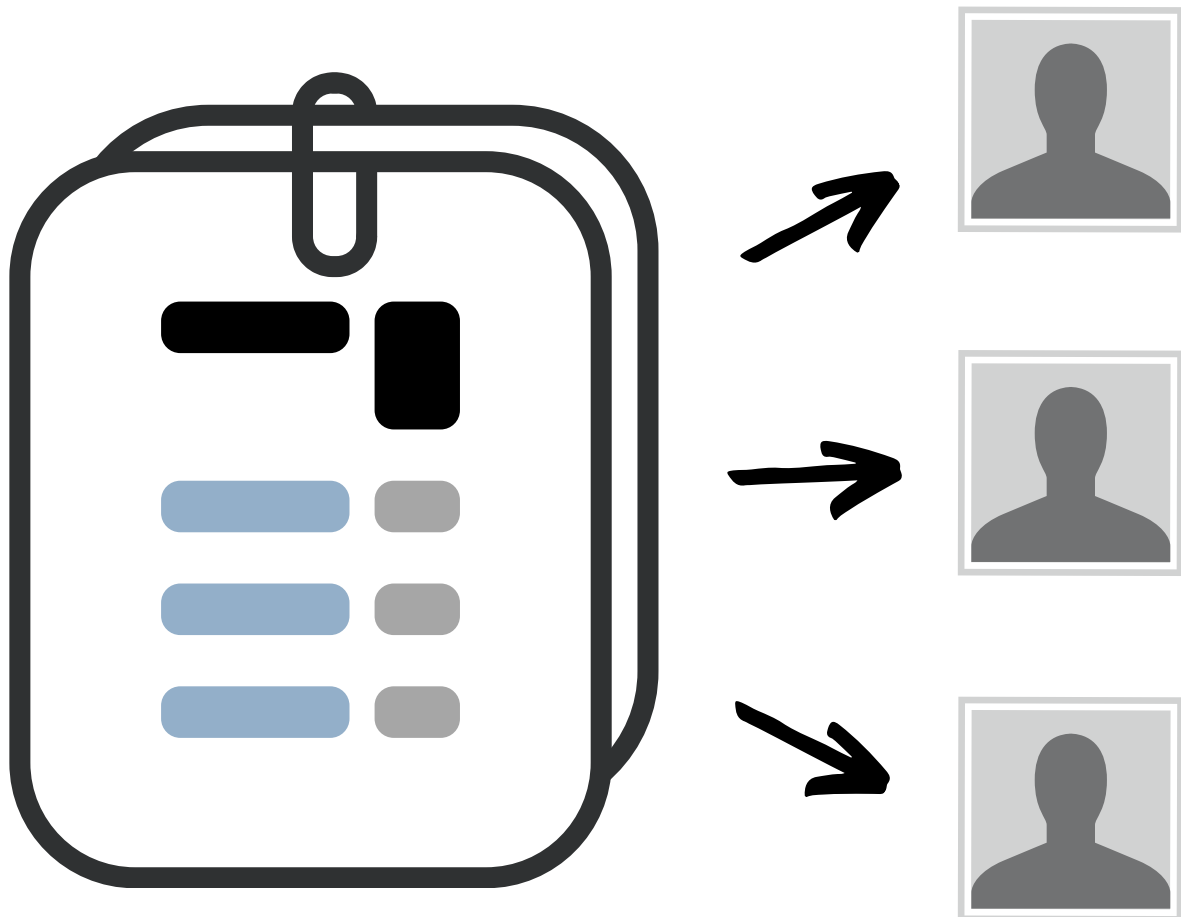
If any of your information has changed since registration and you would like to update your profile in the database, please send us an email at [office@forefronttalent.ca](mailto:office@forefronttalent.ca) with the subject line:

**"NEW - YOUR NAME"**

We will adjust your entry in the database as soon as possible. When we send out an email for a job we will always list the requirements, so be sure to double check that you meet the casting director's criteria before applying.

## Our Database

We employ an advanced database that allows casting directors to search our roster and filter based on their needs. When a casting call goes out, we filter based on the requirements and reach out to you directly to see if you are available.



# Unions

As a background performer, your Union status is an important consideration. There is a lot of info regarding this topic and in no way does this section cover everything. Hopefully, this will give you enough information to get started. The next step is to complete your own research and contact the necessary organizations and individuals.

## ACTRA

ACTRA is the union that represents actors (including background performers) on unionized productions in Canada. They ensure minimum levels of pay and work standards across many performance categories.

## Union Membership Levels

If you are an actor in Canada, there are four categories you will fall under depending on your union status. The four categories are **FULL ACTRA MEMBER**, **ACTRA APPRENTICE**, **AABP**, and **Non-union/CASH**.

## Union vs. Non-union

The primary differences between Union and non-Union work is that Union members are represented by a larger organization, and therefore have increased bargaining power when it comes to payment rates, workplace conditions, benefits, etc. For this reason, Union members must also agree to work **only** on Union projects and **pay fees** to the Union.

## Rate of Pay

The hourly rate for non-Union & AABP Background Performer is \$15.50/hour with an 8-hour minimum pay. This means that if you only work an hour, you are still paid for the full eight hours. Anything over that time will still pay at the rate of \$15.50/hour.

Union rates apply for ACTRA Members (Full & Apprentice) and AABP. These rates depend on the type of production, and are negotiated by the Union in their IPA (Independent Production Agreement). To find the IPA, visit:

<https://www.actra.ca/>

## **Full ACTRA**

ACTRA full members are paid through the collective bargaining process. Members participate democratically in decisions that determine their working terms and conditions. They receive insurance and retirement benefits, access to an artsfriendly financial institution, and many other benefits that flow from membership to a community of performers. For a full description and list of benefits, visit

<https://www.actratoronto.com/how-to-join/>

## **Becoming an ACTRA Member**

There are several ways to join ACTRA:

1. New acting graduates can apply to become an Apprentice member within 60 days of receiving a degree or diploma in acting from an eligible institution.
2. Land a qualifying role in a production under ACTRA's jurisdiction and apply to become an Apprentice member.
3. Become an ACTRA Additional Background Performer (AABP). Upon meeting the requirements, apply to become an Apprentice member.
4. Join under the terms of a Reciprocal Agreement with one of our sister unions such as Canadian Actors' Equity Association

Again, the best way to find out more is to visit:

<https://www.actra.ca/>

## **ACTRA Apprentice**

Becoming an Apprentice Member ensures your eligibility to work on ACTRA sets. Apprentice Membership gives you the applicable rights and privileges of a Full Member, including full non-voting participation in ACTRA membership meetings. One of the main differences between Apprentice and Full members is that Apprentice members are not entitled to health and insurance benefits through the ACTRA Fraternal Benefit Society (AFBS).

## **Becoming an ACTRA Apprentice**

You are eligible to become an Apprentice Member if you hold at least one qualifying work permit. This ***excludes work permits issued for background performing***. Apprentice Members pay a \$75 Administration Fee at the time of registering with their Branch/Local Union. To maintain your Apprentice Member status, this fee must be paid annually. Once an Apprentice Member has three qualifying credits, they may apply to become a Full Member. Again, for more information, visit

<https://www.actra.ca/>

## **AABP (ACTRA Additional Background Performer)**

Joining AABP helps background performers increase their bargaining powers around issues such as safe sets, fair pay, meal breaks, on-set insurance, work opportunities, and professional training & advancement.

## **Becoming AABP**

To join the AABP, you must prove that you have worked fifteen (15) days as a background performer within the 12-month period immediately preceding your application for membership.

You can complete, print and sign this application form in advance and call ACTRA and ask for Member Services. You will need to provide:

1. proof of at least fifteen (15) work days as a background performer during the past twelve (12) months and
2. proof of Canadian citizenship or permanent resident status (passport or birth certificate)

For more details, visit:

<https://www.actratoronto.com/actra-additional-background-performer-aabp/>

## **Non-union / CASH**

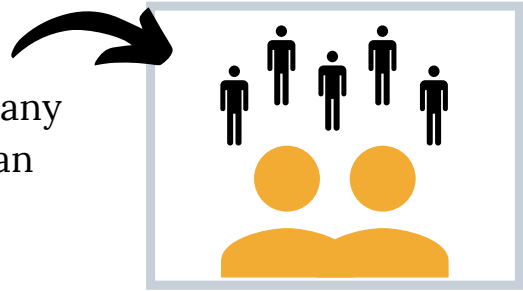
If you're not sure about your status or are just starting out, chances are you are non-Union. You are still entitled to the same working conditions as other Ontario workers, but Union members are given first priority (depending on the type of production) when filling background roles.

# Performer Classifications

## Regular BG

ACTRA defines a background performer as any Performer, other than a Principal Actor or an Actor, who is:

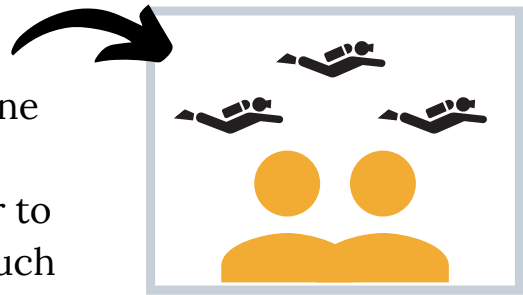
- not required to give individual characterization
- not required to speak or sing any word or Line of Dialogue
- not required to perform as a SSE



## Special Skills Extras (SSE)

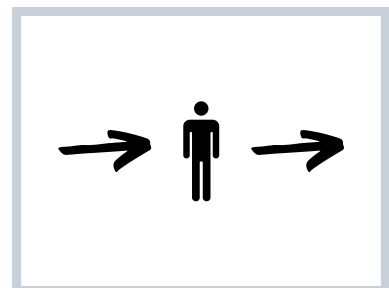
ACTRA defines an SSE performer as someone engaged to perform with a level of physical proficiency or other physical skills superior to that of the average person, provided that such level of proficiency or other physical skills shall be deemed to exclude stunt work. Examples might include:

- water-skiing, diving, skin or scuba diving
- driving a marine vessel or a commercial motor vehicle



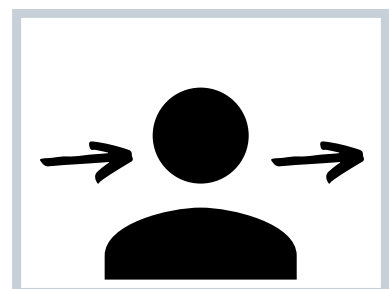
## Photo Doubles

Background performers who are used to double for the actor in distance shots, etc. You will stand-in for the actor, but you will be less recognizable.



## Stand-In

Specialized background performers who are similar size as an actor and used for camera set ups. The camera is set based on you and then the actor steps in for the scene.





# Getting Work

## Email Breakdowns

Casting will reach to us and provide all the relevant information about their opportunity. We then send a detailed email breakdown to our members outlining at least some of these details:

- *Production title*
- *Dates (of COVID tests, wardrobe fittings, shoot dates, etc.)*
- *Locations (of COVID tests, wardrobe fittings, shoot dates, etc.)*
- *Role (Passerby, Student, Citizen, etc.)*
- *Role description*
- *Transportation (whether it is provided or not)*
- *Wardrobe*

## Accepting

If all the information in the email breakdown works for you (dates, locations, transportation, description, wardrobe), you can accept by simply clicking a button in the email. We will send to casting a list of everyone who accepted, which they will review for final approval.

When considering your availability, the expectation is that you will be ***available the entire day***. Film & TV productions often start early in the morning and end late at night.

## Declining

If any of the information does not suit you (you are unavailable, you don't have transportation, you don't suit the description, etc.), you can decline by simply clicking a button in the email. We keep track of who responds to emails as it helps us know that you actively review breakdowns.

## Casting Approval

Casting makes their final decision from the list of performers who accepted the email breakdown. If you do not receive an offer, don't sweat it! There will be other opportunities coming your way.

Casting makes their final decision based on impersonal business considerations, such as:

- The ratio of union background to non-union
- The number of background they will need from different companies
- The specific description they receive from production

## **Booking Confirmation**

If approved by casting, congrats! We will send you an email saying you are booked. We will add you to a Google Calendar event and all you have to do now is keep the dates open (testings, fittings, filming), get your transportation and wardrobe in order, and wait for your call times.

## **Call Times**

**The time has come!** It's the day before you are scheduled to work:

- Your wardrobe is ready...
- You know where you're going...
- Your Health & Safety Certificate is ready...
- Your residency documents are in order...

Now you just need to know what time to be there!

The daily schedule on a film & TV production is created based on the progress made the previous day. So, for example, if the production you are working on wraps up at 11pm, their schedule for the day you are working could be created at midnight! They send this schedule to us, and then we send you your call time. This is why it is so important to have full availability on the days you are booked to work.

## **Confirm your Call Time**

Once you receive your call time, confirm it ASAP and get ready for your day on set! If you do not confirm, we will follow-up with calls and emails.

## **Missing your Call Time?**

If you're worried and haven't received your call-time, send us an email at [office@forefronttalent.ca](mailto:office@forefronttalent.ca) with the subject line:

**"CALL TIME - YOUR NAME"**

## **Other Info with your Call Time**

Often your call time will be accompanied with final details from production. This could include: how to order your meals for the day, the best way to submit your residency docs, final wardrobe considerations, etc. Make sure to read the whole email carefully so that you can arrive on set prepared for the day.

# Transportation

Getting to and from set is an important part of your work as a background actor.

## Email Breakdowns

In the initial email breakdown, we will let you know:

- The location of the production (tests, fittings, filming)
- Whether a shuttle is available or if it is self-drive only
- If applicable, where a shuttle will be picking up and dropping off

If you are unable to transport yourself to the locations, don't worry, there will be other opportunities closer to you or with a shuttle.

If a shuttle is available and you will require it, there will be a button in the email that you can click to let us know. This way, casting will know the approximate number of shuttles they will need on the day.

## Shuttles

You will receive your shuttle departure time with your call time. Please confirm your call time by clicking a button, and arrive at the shuttle pick-up location on time and with everything you need for the day.

When you arrive at the shuttle location, check-in with either the driver or a representative from production. Then, find your seat and get ready for the day!



## **Self-Drive**

If you were required to drive yourself to a production, you might be entitled to additional compensation in the form of travel time. Note that travel time is only for Full ACTRA and/or Apprentice members and is only for when a shuttle is not offered.

For ACTRA: Travel time is paid even if there is a shuttle offered as long as you work more than 8 hours. Mileage is not paid if there is a shuttle offered unless you are booked with your car.

## **The Zone**

This travel time is paid to a performer that self-drives to a production “beyond a 40km radius of the city centre.” This is based on a 40km radius from ACTRA Toronto offices (625 Church Street, Toronto ON).



## **Mileage and Parking on Your Voucher**

Visit our voucher page to learn how to add mileage costs to your voucher. You might also be entitled to parking reimbursement depending on the production.

# Meals

## Variability

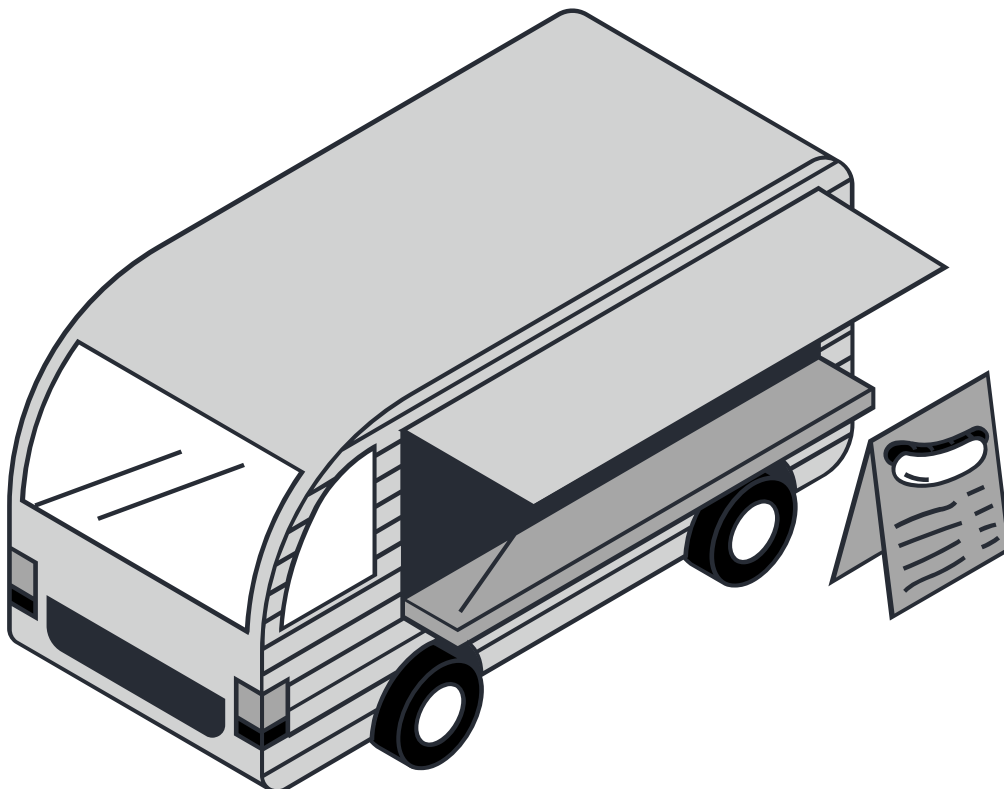
Every production is different when it comes to meals provided. Productions are not required to feed performers but often do. If they don't, it is your responsibility to bring your own lunch, as there may be insufficient time or access to food at the location.

## Ordering

If meals are provided, there might be a link sent with your call time where you can order your meal for the day. Make sure to follow any additional ordering instructions very carefully. If there is an issue with your order on the day, communicate with a member of production. The production might also be offering meals buffet-style.

## Craft

Often productions will have a craft truck where cast and crew can go for a coffee, a snack, etc. Always check with a member of production to see if this is available and if you can access it. This also helps production keep track of where performers are on set.



# Work Documents

## Worker Health & Safety

A Workplace Safety Certificate from the Ministry of Labour is required by law to work in Ontario. Make sure you have a digital or physical copy with you on set. You can complete this course through the following link: <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module.



## Residency Forms

You will also need digital copies of your residency documents to prove you are a resident of Ontario. This allows productions to benefit from provincial tax credits. These documents could come in three options:

### **OPTION #1:**

Copy of my Notice of Assessment issued by CRA for the relevant tax year

### **OPTION #2:**

If you do not have your 2020 Notice of Assessment, you will need **two** of the following documents:

- long-term (1 year or more) lease agreement or purchase agreement of a Canadian dwelling.
- utility or cell phone bill covering the period which includes Dec. 31 of the relevant tax year.

### **OPTION #3:**

If both of the above are not available, you will need **three** of the following documents:

- Driver's licence or vehicle registration from the relevant province.
- Professional association or union membership in Canada.
- Statement of account (e.g. bank account, RRSP, credit card or investment account) from a Canadian financial institution for the period which includes Dec. 31 of the relevant tax year.
- Short-term (under 1 year) lease or letter from a landlord supporting a rental agreement.
- Other government-issued identification or support, such as a provincial photo ID card, etc. or a CRA Notice of Assessment from the prior tax year (2019).

# Vouchers


Vouchers are essential in getting you paid. When you arrive on set, you will sign-in and receive a voucher. This could be in either a physical voucher or a digital copy.

## White Vouchers

Smaller white vouchers are for background performers **“outside the count”**, or the minimum number of background performers required to be paid at full rates per day, not including stand-Ins, photodoubles or 2 special skills/SSE. This count varies according to the budget and option chosen by the production. You can find "the count" for your production on ACTRA Toronto's "Whats Shooting" page:

<https://www.actratoronto.com/whats-shooting/>

Any member or non-member can work on a white voucher outside the count, but the rates are lower.

|   |   |   |
|---|---|---|
|  | <b>ADDITIONAL BACKGROUND PERFORMER VOUCHER</b><br>PRODUCERS MAY USE WHEN THE REQUIREMENTS OF ARTICLE C501 HAVE BEEN SATISFIED | DATE<br><b>WORK DATE</b>                |
| PERFORMER NAME _____  | <b>YOUR LEGAL NAME</b>  | CALL TIME                               |
| ADDRESS _____   | <b>YOUR ADDRESS</b>   | WRAP TIME                               |
| _____ PHONE NO. <b>YOUR PHONE NO.</b>   |   | RATE (AS PER C503)<br>\$ _____ PER HOUR |
| PRODUCTION TITLE _____  | <b>ASK PRODUCTION</b>   | TOTAL AMOUNT DUE                        |
| EPISODE TITLE & NUMBER _____  | <b>ASK PRODUCTION</b>   | ACTRA MEMBER #                          |
| PRODUCTION COMPANY _____  | <b>ASK PRODUCTION</b>   | EITHER GST# OR SIN#<br><b>YOUR SIN</b>  |
| PRODUCER'S REPRESENTATIVE _____   |   |   |
| COMMENTS _____  |   |   |
| PRODUCER'S REPRESENTATIVE _____   | <b>YOUR SIGNATURE</b>   |   |



# Green Vouchers

The green voucher replaces the old blue, pink and yellow vouchers. It can be a paper copy or could be filled out digitally. These are reserved for background performers in "**the count**". Spots in the count go to Full Members first, then Apprentices, then ACTRA Additional Background Performers, and then non-union folks (based on the needs of the production).

| ACTRA   |  | BACKGROUND VOUCHER   |  |
|---|--|--|--|
| <input type="checkbox"/> Full Member<br><input type="checkbox"/> Apprentice |  | <input type="checkbox"/> AABP<br><input type="checkbox"/> Permittee              |  |
| Performer # <b>IF APPLICABLE</b><br>Performer Name <b>YOUR NAME</b>         |  | Date <b>DAY YOU ARE WORKING</b>  |  |
| Address <b>YOUR ADDRESS</b>   |  | Call Time <b>CALL TIME</b><br>Crew Call <b>ASK PRODUCTION</b>                    |  |
| Phone # <b>YOUR PHONE NUMBER</b>  |  | Travel To<br>Start Finish  |  |
| SIN # <b>YOUR SIN NUMBER</b>  |  | Non-Deductible First Meal .25 MU   |  |
| E-mail <b>YOUR EMAIL ADDRESS</b>  |  | Start Finish (OT 1.5)  |  |
| GST # <b>IF APPLICABLE</b>  |  | QST/HST # <b>IF APPLICABLE</b>   |  |
| Minors only - Date of Birth <b>IF APPLICABLE</b>                            |  | Make-up / Wardrobe Call (OT 2)<br>Start Finish                                   |  |
| PRODUCTION TITLE <b>ASK PRODUCTION</b>                                      |  | Set Call MP1   |  |
| Episode Title & Number <b>ASK PRODUCTION</b>                                |  | Substantial Provided<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| Production Company <b>ASK PRODUCTION</b>                                    |  | 1st Meal <b>Penalty (✓) <input type="checkbox"/></b><br>Start Finish             |  |
| Performer's Signature <b>YOUR SIGNATURE</b>                                 |  | 2nd Meal <b>Penalty (✓) <input type="checkbox"/></b><br>Start Finish             |  |
| Producer's Representative   |  | Wrap Time Misc.<br>Gross   |  |
| AGREE <input type="checkbox"/> DISAGREE <input type="checkbox"/>            |  | Travel From <b>Full Members Only</b>   |  |
| Comments <b>EX. COVID TESTS, WITH DATES</b>                                 |  | Start Finish Dues Ded. 2.25%   |  |
| Mileage _____ kms   |  | Less I & R   |  |
| Turnaround <b>Penalty (✓) <input type="checkbox"/></b>                      |  | <b>Other Performers &amp; Permittees</b><br>Less Equalization Deduction          |  |
| Specialty Wardrobe # of Changes   |  | Regular Wardrobe # of Changes  |  |
| Specialty Item / Car  |  | Misc.  |  |
| Date of Wardrobe Fitting**  |  | Net Amount Due   |  |
| Date <b>FITTINGS, WITH DATES</b>  |  | **Pd when Wardrobe occurs on a previous day                                      |  |
| Start Finish  |  |  |  |

Check off what is applicable to you

If upgraded, this will be reflected here

This section is only for production to fill out

Initial the applicable box

Any add-ons can be included here

If asked for a specialty wardrobe item, note this here. Use the "Comments" section if you need more space

If asked to bring in a prop, vehicle, bike, musical instrument, or any other specialty item, make note this here. Again, use the "Comments" section if you need more space.

If asked for three or more wardrobe choices, write the number of changes here

If you were required to drive yourself to a location outside "The Zone" note your kilometres one way to set, double it, and write that in the mileage box



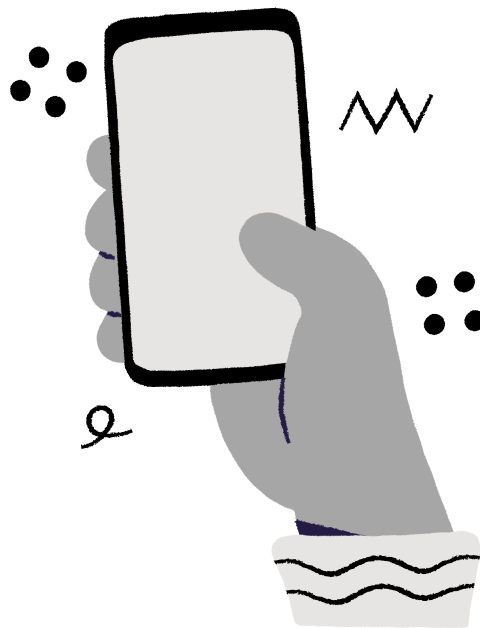
## Keeping Track of Your Vouchers

As soon as you receive your voucher, keep it in a safe spot as it contains your personal identification. Wait until you return the voucher at the end of the day to fill out your SIN.

At the end of the day, you will complete your voucher with production. You **must retain a copy** of the voucher for your records. Store it in a safe place for when you receive your paycheque and for tax season.

## RABS

More and more sets are also transitioning to RABS (Run a Better Set) which provides **Digital Vouchers** through an app. RABS is approved by SAG-AFTRA and ACTRA and allows you to fill out vouchers on your smart phone. The app keeps your data secure and ensures you receive payment. RABS will also send you messages at call-times, meals, and when you wrap. Depending on the production, we will let you know if RABS is available and send you a link to access the digital voucher. You will have to create a profile which you can then use on future productions.



## Other details

As always, for any other specific questions about your voucher you can ask a member of production, or check out this resource provided by ACTRA:

<https://www.actratoronto.com/working-background/>

# What's it like on set?

If you are new to the background industry, here is some information to prepare you for your first days on set!

## Background Work

ACTRA defines a background performer as "any Performer, other than a Principal Actor or an Actor, who is

- not required to give individual characterization
- not required to speak or sing any word or Line of Dialogue
- not required to perform as a Special Skill Extra (SSE)"

**\*SSE are still considered background performers but they are compensated at a different rate.** Please see our "Payment" section for further details.

Essentially, background performers are not required to speak and help create the backdrop or environment for a scene. Common roles include:

- Cafe patrons
- Villagers
- Students
- Protestors

Production will provide you with direction, which you will carry out when they call "background!"

## Set Etiquette

Productions plan filming days months (even years) in advance. When you are invited to work on set, lots of time and money has already been invested. Therefore, it's important to carry yourself in a professional manner. This means being prepared, responsible, and respectful. If you are new, ask question or observe your colleagues to learn best practices. If you fail to behave in a manner we deem as professional, you will be removed from the database without warning.

## Chain of command

As mentioned elsewhere, the first person you will report to on set will be a production representative that has been designated to handle background performers. You can sign-in with them and they will provide your voucher (see 'Vouchers' section) as well as general directions for the day. Depending on the production, you will be sent to a holding area to await further instruction.

Depending on the production, you might be sent to **hair, makeup and wardrobe** next. We'll supply you with any notes regarding these departments prior to you arriving on set (wardrobe notes, hair notes, etc.) As always, make sure you are courteous and professional with these departments.

Following this, you might be sent **back to holding** where you will wait to be called to set. Members of production might ask to see you to confirm you look ready for camera. They might also take photos of you for continuity (in case you are brought back for another shoot day and they want to match the way you looked previously).

Finally, you will be **called to set!** A member of production will provide you with your action which you will carry out when the director calls "action!" (and then stop when they call "cut!") Typically, there is a lot of waiting on a film set: crew members adjusting lights, actors preparing for the scene, etc. It's important that during these wait periods you do not wander off or make too much noise to distract those that are working. The more efficient the set, the more enjoyable the work day and the sooner everyone can go home.

At any time, you can ask questions to a member of production designated to work with background performers and they will help you or point you in the right direction. Always make sure you are available in case production needs you at a moments notice.

## Long hours

As mentioned, film days can be a very long, as production wants to make sure they get everything right the first time (and avoid any costly re-shoots). As a background performer, this just means more hours for you! It also means that you will have to stay focused for long periods of time. For this reason, make sure you are well-rested and have enough food and water to get you through the day.

## Weather/the elements

In addition, make sure you are prepared to work in the environments listed in the breakdown. If it is an outdoor shoot, pack the items you will need to stay safe and healthy while you work.

## Background community

The background community is a tight-knit group that will often work together on multiple shows. Make sure you are courteous and professional with your colleagues, and if possible, help each other out when you can.

## Seeing celebrities

An exciting element of this work is that you will sometimes work with famous actors and artists. Again, it is important to be courteous and professional as these individuals are trying to get through their work day just like you, and might be preparing for a particularly heavy scene or dealing with elements of production you are not aware of.

## What to avoid

- Showing up late
- Becoming a distraction
- Talking during scenes (unless instructed otherwise)
- Wandering off and not letting anyone know
- Treating any member of production with disrespect

## Tips for success

- Ask questions *at the right time*
- Be prepared and nearby at a moments notice
- Let a member of production know if you are stepping away to use the bathroom
- Bring a book for the holding area! It's a great way to pass the time
- Watch your colleagues to see how they succeed

## Forefront Service Guidelines

YOU ARE SOLELY RESPONSIBLE FOR YOUR INTERACTIONS AND BEHAVIOUR ON AND OFF SET. YOU UNDERSTAND THAT FOREFRONT DOES NOT CONDUCT CRIMINAL BACKGROUND CHECKS ON ITS DATABASE MEMBERS OR OTHERWISE INQUIRE INTO THE BACKGROUND OF ITS DATABASE MEMBERS. FOREFRONT MAKES NO REPRESENTATIONS OR WARRANTIES AS TO THE CONDUCT OR PERFORMANCE OF ITS DATABASE MEMBERS.

# Payment

If you are new to the background industry, here is some information to prepare you for your first days on set!

## How much will I be paid?

Non-union and AABP performers are paid \$16.55/hour with an eight-hour minimum pay, meaning if you work only one hour you will still receive payment for a full eight hours.

Payment rates for full ACTRA members and ACTRA Apprentices are negotiated by the Union and posted in the Independent Production Agreement (IPA). The level of pay can vary depending on the type of production. You can find the IPA through the following link:

<https://www.actratoronto.com/wp-content/uploads/2020/10/IPA-2019-2021-16.pdf>

## When will I be paid?

Typically, production will mail out payments **to you** two weeks after you work. This is why it is important to write **your address** legibly on your voucher. There can be delays, and if there are any issues, send us an email at [office@forefronttalent.ca](mailto:office@forefronttalent.ca) with the subject line:

**"PRODUCTION NAME - DAYS YOU WORKED - YOUR NAME"**

## Upgrades

Background performers can also be 'upgraded' to a different category of performer. An 'upgrade' is a re-classification of the category based on the requirements of the role in which the performer was engaged. For example, a background performer might be upgraded to be an actor or maybe a special skills extra (SSE).

If you're not sure if you are eligible for an upgrade, check out this resource guide from ACTRA:

<https://www.actramontreal.ca/specializations/upgrades/>

If you think you are eligible for an upgrade, you can ask the third A.D, the Production Manager, or the person responsible for background performers. They may say no, but they may also say yes. If you are upgraded on set, the upgrade will stand. But note, they will probably say no. **Do not ask the Director.**

If you still believe you are eligible for an upgrade, you can contact an ACTRA Business Representative with the details of the work you were asked to do. To assist in this, please complete and return a Performer Upgrade Request Form to the Business Representative for review. You can find this form here:

<https://www.actratoronto.com/working-background/>

## Add-ons

As shown in the 'Travel' and 'Vouchers' section, you might receive travel time or add-ons (prop fees, additional wardrobe changes, specialty items, etc.) These need to have been listed on your voucher for you to receive payment for them.

## Deductions & Contributions

Depending on your union status, there may be a number of deductions and contributions indicated on your paystubs. These contribute to things like insurance, retirement plans, etc. For more information, check out this resource:

<https://www.actratoronto.com/understanding-your-cheque-a-primer/>

## Penalties

Similarly, penalties by production might result in additional payment on your cheque. Examples of these penalties might include: overtime, meal penalties, turnaround, etc. For more information and to find out what these entail, check out this resource:

<https://www.actratoronto.com/understanding-your-cheque-a-primer/>

## Missing Payments

For any number of reasons, your payment might be delayed. If you haven't received payment after two weeks send us an email at [office@forefronttalent.ca](mailto:office@forefronttalent.ca) with the subject line:

**"PRODUCTION NAME - DAYS YOU WORKED - YOUR NAME"**

## Tax Time

Forefront Talents acts as an **intermediary**, and therefore all tax documents will be issued to you directly by production. If missing any documents, you will need to contact the production that employed you.

# Commissions

Forefront Talent charges a commission in return for submitting your portfolio to work opportunities and passing on information from casting.

## Commission rates

Commissions owed to Forefront Talent are determined at the following rates:

Full ACTRA members: **10%**

APPRENTICE: **15%**

Upgrades: **15%**

Non-union/AABP: **Flat Fee of \$16.55 for performance days (\$3.31 for fittings)**

All commissions are subject to HST and taken off gross salary (**not your net amount**). This gross salary includes all additional payments or SSE payments.

## Paying Commission

**For ACTRA Full Member and Apprentice performers**

Once you receive payment, email a photo of all your paperwork (voucher, pay stubs, and cheque) to [office@forefronttalent.ca](mailto:office@forefronttalent.ca) with the subject line:

**"INVOICE - YOUR NAME"**

Make sure the vouchers are clear and have the gross payments amounts written clearly on them. We will then email you an invoice which you can pay by card through Quickbooks.

**For AABP & Non-union performers**

Once you have worked, you will receive a flat fee invoice for commission to the email address on file.

***Please note: one missed payment will remove you from the database.***

## Other fees

We charge cancellation fees at the following rates:

More than 24hour notice cancellation: **\$25**

Less than 24hour notice cancellation: **\$50**

**Late appearances** can hold up production and reflects poorly on Forefront Talent. For these reasons, we charge the following late fee:

Late fee: **\$10**

# Minors

If you are working as a minor (under 18 years old) or the guardian of a minor, there are some important details you need to know.

## Parent/Guardian/Chaperone

All minors must be accompanied by an adult (**there must be a guardian for every minor**). This parent or legal guardian must fill out a "Minors Engagement Form" when they arrive on set prior to any work. Visit the following link to access this form:

<https://www.actra.ca/wp-content/uploads/2020/03/IPA-Declaration-of-Parent-in-the-Engagement-of-Minors.pdf>

Appoint a chaperone by completing this form and send it to set with the chaperone. If accompanying your child, do the same and bring the completed form to set. If your minor is 16 to 17 years old, you do not need to accompany but the minor must bring the completed form to set.

The parent or legal guardian must also complete the Health & Safety Certificate in order to be on set with a Minor. Again, you can complete this course through the following link:

<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

## On set

Production will assign every minor a representative on set. If there are less than six minors working on set, the regular BG Representative will answer any questions. If there are more than six minors on set, a "Minors Coordinator" will be there. Minors are guaranteed separate change tents, and maybe also receive their own food table and separate holding

## Hours

Minors have a limited number of hours they can work. Productions and guardians should be aware of each minor's "Pumpkin time" (**their time to leave the ball!**):

- Under 12 year old: 8 hour maximum plus 1 hour unpaid lunch. (9hrs)
- 12-15 years old: 10 hour maximum plus 1 hour unpaid lunch. (11hrs)
- 16 & 17 years old: 12 hour maximum plus 1 unpaid lunch. (13hrs)

As always, check out these ACTRA resources for more valuable info:

<https://www.actratoronto.com/child-performers/>

<https://www.actratoronto.com/wp-content/uploads/2020/11/ACTRA-Information-Info-for-Parents-of-Child-Performers-Mar-2016.pdf>



# COVID-19

The COVID-19 pandemic has effected every area of the film & TV business. As circumstances and guidelines often change, it's important to stay informed on the current policies and practices in the industry.

## Testing

Depending on the production, you may be asked to attend preliminary COVID testing prior to your days on set. We will list the details of these tests in the initial breakdown (time, location, etc.)

If these tests are scheduled outside of your days on set, you are entitled to extra compensation for each test. Tests that take place when you arrive on set (rapid tests) will not be compensated extra as they occurred during regular working hours. Make sure you keep track of your outside tests and list them on your vouchers in order to receive payment. Please note, commission is owed for COVID test compensation.

For each test scheduled outside of your days on set, AABP and non-Union performers are compensated for **two hours**. For ACTRA and ACTRA Apprentice, ACTRA members now get a minimum of \$100/test.

## Vaccination policies

Each production has their own unique policy when it comes to vaccination status. We will try our best to list this in the initial breakdown so you can apply accordingly.

## Set protocols

Again, every production has their own protocols to combat the spread of COVID-19. If hired by the production, it is your responsibility to follow the protocols they have set. If you do not want to follow their protocols, you are welcome to leave.

## Resources

As always, make sure to stay updated on current policies and practices in the industry. For information, check out this free resource from ACTRA Toronto:

<https://www.actratoronto.com/covid-19-best-practices/>