

## YOU BOOKED AN ACTING JOB – WHAT TO DO NEXT

You booked an acting job through Berman/Sacks Talent Agency LLC. What to do next!

- A. When on set, be sure to take a photo with your phone of anything you sign that contains:
  - a. Your name, address, role, salary, producer's name, contact, project name, any conflicts (other ads you cannot do work for while this ad is running), length of buy out, and your final end of day sign in and sign out sheet showing the hours you worked.
    - i. This is usually the first page of a SAG-AFTRA contract.
  - b. Also take a photo of any Release you sign on set.
  - c. Send photos immediately via email to us if you need help filling something out on set.
  - d. Save these photos into pdfs when you get home and email over to us to hold for you in your electronic file.
    - i. We use these to help you get paid, make sure you are paid properly and keep track of what other ads you are able to do and in what time period.
- B. Review your direct deposit accounts to make sure they are active so you can quickly receive any payments from us or send any payments to us, without anything slowing down receipt.
  - a. When you first joined our roster, you created a direct deposit (Quick Pay or Zelle) and gave us the email you are using with it.
    - i. If you do not regularly use your direct deposit, it can become inactive and require updating. Double check you still have your username, password and all is active and ready to send or receive funds.
- C. If you receive ANY payment directly from producers/ad agencies, send us a pdf copy of the payment for your files.
  - a. If you do not let us know you received payment, we will be contacting producers/ad agencies trying to find out where your payment is so keep us in the loop.
  - b. You might owe us a commission. We are usually owed 10% of the gross amount paid to you for commercials and 20% of the gross amount paid to you for print work.
    - i. Some things are not commissionable. You should always send us a copy of your paystub for us to review prior to sending us any funds, so we can let you know what is owed to us, if anything. You can also always contact SAG-AFTRA and ask them what you must pay to your agency, if you prefer.
  - c. After getting our approval on the amount owed to us, **please Quick Pay or Zelle our commission payment to us. Our email for Quick Pay/Zelle is [bookme@bermansacks.com](mailto:bookme@bermansacks.com).**
    - i. **Payment owed to us is always on the gross amount of your paychecks (amount before taxes are taken out).**
- D. Whenever we receive payment for you directly (reason we have Check Authorization Forms filled out by you when you joined our roster), we will be Quick Pay or Zelle

## YOU BOOKED AN ACTING JOB – WHAT TO DO NEXT

directly transferring your funds to you to the email you gave us that you set up your direct deposit account with, and we will also send you an email with a pdf of your paystub attached for your files, if any were sent to us from producers/ad agencies along with your payment.

- E. Sending us pdf documents.
  - a. Any document you send to us to review should be first saved as a pdf. We do not accept jpegs from you as documents for your files.
  - b. How to convert to a pdf.
    - i. If you have a scanner, select pdf rather than jpeg prior to scanning.
    - ii. If you have a MAC, you can change a photo you have taken with your phone into a pdf very easily:
      - 1. Download or email your photo to yourself. Open the photo on your computer. Select Print. There is an option under Print that allows you to export as a pdf. Select pdf. The photo saves as a pdf. Use pdf format whenever sending us any documents.
    - iii. If you are having an emergency on set and need us to review a document prior to you signing, you may email us jpegs under those circumstances.
- F. While on set.
  - a. Do not discuss your salary with other actors. This gets back to casting and you can be immediately fired or not rehired because they will feel you cannot be trusted.
- G. Keep a copy of your call sheet and also forward your callsheet email to us to save a copy in your electronic file.
  - a. Often you can contact the AD or person who sent you the call sheet to ask for a copy of your final work for your own demos.
  - b. If we need to help you get paid, we can use the information on the call sheet to contact producers or for proof for the Union of the work you did and payment that may be owed to you.
- H. Update your hardcopy resume and all online sites we use for you (lcasting and castingfrontier) with your new credit.