

THE CHERRIX CASTING EXTRAS SURVIVAL GUIDE

THANK YOU FOR SIGNING UP WITH US AND WE HOPE TO BE CALLING YOU SOON. Since our needs as to the “type,” age and gender of our extras vary from day to day; we will generally be contacting our extras on a day-to-day basis as well. Needless to say, at this time we are unable to know precisely which of you we will need or when, nor can we guarantee a place in the movie for everyone who signs up with us. So grab a pen when we call. You will be given specific information about wardrobe, time to report to work (calltime) as well as directions. You may be called anytime before or during that week to work one or more days.

1. Arrive early to work. This is a job like any other and we’ll be putting in incredibly long hours. Allow time to park and find the **extras check-in** area (where you “check-in” with the **A.D. Staff** (Assistant Director) and get a **(voucher)**. Make sure you park only in the designated area. (Do not bring friends or relatives to work with you unless they have been asked to work.)
2. Our shoot days are long, generally 10-14 hours. Make sure your entire day is clear before accepting work. This could mean you may have to reschedule a doctor’s appointment, arrange a ride for kids from school or find a baby sitter. Please understand that we cannot release you early for any reason unless there is an emergency.
3. In order to get paid you will need to bring two forms of ID-- driver’s license and social security card. Minors will need a social security card and a copy of their birth certificate. I’m sure most of you know your SS#, but we will still need you to bring the card. Please make sure you complete your voucher and I-9 form completely and don’t forget to sign it. **If you forgot your ID cards or your form is incomplete, it will delay your paycheck.**
4. You must not leave the set until you are officially released by the Assistant Director. You will sign-out and get a voucher copy. Keep your copy it is your proof of payment.
5. Please advise the casting department if you have any physical impairments or health problems. Since our days can be long, bring any medications that you may need to take.
6. Listen carefully and follow the instruction of the director or A.D.’s
7. On the set:
 1. “Quiet on the set!” means just that. A noisy set creates confusion so please bear quietly with us.
 2. Watch your step. Stay out of the way unless asked to be in a shot by one of the AD’s and be very careful around equipment cables.
8. During filming:
 1. **NEVER** look at the camera. This is one thing that will make you look incredibly silly and also a good way to end up on the “cutting room floor”
 2. **NEVER** look at the principal actors unless instructed to do so.
 3. When the A.D. says **“BACKGROUND ACTION”** that’s your cue! **“BACK TO ONE”** is your cue to go back to your original position.
9. When you are called for the first time, please be prepared to receive directions and instructions
10. If you are needed for additional days of shooting of the same scene, find out before you leave the set so you will be prepared to duplicate the same hair style, etc.
11. Lunch is provided and is usually served six (6) hours after crew call. We suggest you eat a big breakfast before reporting to work. If you have a favorite snack, you may want to bring it with you to sustain you til lunch.
12. Please note that we cannot be responsible for any valuables lost or left on set. Leave valuables, jewelry and cash at home. You may bring books, magazines, etc, to the holding area.
13. Absolutely no cameras are allowed on set so please - **DO NOT BRING THEM.**

Thank you for applying to work with us!

Marty Cherrix (Location Casting Director)