

Taylor Royall Talent Code of Conduct and Accountability

Be The Solution, Not The Problem

Clients hire talent in order to solve problems. Your job is to fill a role in order to get across the desired message. That may be as a character or spokesperson. Make it as easy for them as you can.

Make Yourself Available

Be as available as possible. If you cannot be contacted quickly, work may bypass you. Respond to messages in a timely manner. Your messages should be checked no less than 3 times a day, unless you are on a shoot and the schedule is prohibitive. If you are out of town or will not be able to return your messages in a timely way, record a greeting message that explains your schedule. Do the same with automatic email responses.

Accepted Bookings Are Firm

If you accept a booking, it is inexcusable for you to back out barring a family or health emergency. Even extra bookings are solid and to be taken seriously. Should it be absolutely necessary to not do the work, you must notify the person who booked you directly via a phone call and email. Do not leave a general phone mail message. Productions involve expenditures. Incidents of talent backing out of bookings at the last moment have resulted in clients suing talent for the cost of production for the day.

Arrive 15 Minutes Prior to Shot Time

Once you have accepted a booking it is required that you show up at least 15 minutes prior to call tie to ensure you are in the correct place and on set on time.

Show Up in Good Form

Under no circumstances is it acceptable to go to a booking having consumed any alcohol or recreational drugs. It is also your responsibility to be sure that you are relatively well-rated, showered and ready.

Bring Specific Wardrobe

It is your responsibility to bring to set the specific wardrobe requested by the client. The wardrobe should be cleaned and pressed and in very good condition. If you do not own a specific item requested, you must inform us at the time you accept the booking.

Advise Taylor Royall of Appearance Changes

If you have been cast or booked off of your headshot, it is absolutely necessary that you advise us of **any** changes in your appearance, no matter how insignificant you may think they are. Understand that if the client feels you have changed your appearance or look dissimilar to your headshot or comp card because of weight loss, hair loss, hair color change, hair cut, piercing, dental work, plastic surgery, or merely that your shots are very outdated (old), you can be released from the set without compensation.

In keeping with the above, if you should be booked as the result of a go-see or audition, it is unacceptable to alter your appearance in any way between the audition/go-see and the actual booking.

Consult Taylor Royall About the Use of Your Image

If you already have a spot running for a competitor, you must make us aware to see if you are eligible for an audition.

Commit to Shoot Dates

When we call for auditions, we always give shoot dates, even if they are projected. Do not attend an audition if you are already committed for partial time, be absolutely clear about that with us at the time you are scheduling the audition appointment. If callback dates are established also communicate your availability.

Behave Professionally on Set

It should go without saying, but unfortunately it doesn't, that on-set your behavior must be completely professional. Be attentive, quiet when not performing and respectful. It is not a

social situation. Again, you are there to solve a problem, not create one. The same behavior that one would be expected to exhibit in a professional office environment is expected on set. Absolutely no jokes involving ethnicity, religion or sex should be made on set.

Contact Taylor Royall Regarding Rates and Bookings

Talent should not contact a client directly for **any** reason without direct authorization from Taylor Royall. Under no circumstances should rates or compensation be discussed on set with client, producer or your colleagues. Any concerns, questions or comments about rates or compensation must be addressed through Taylor Royall. By the same token, if a client calls you directly for a job and you were initially introduced through Taylor Royall, you are obliged to have the client book you through Taylor Royall. Please refer the client to us and contact us with the booking information as it works to your advantage.

Understand Your Financial Relationship

Any payment from a booking, whether it is session or use, is subject to applicable agency/manager commissions you have in place or processing fees. It is vital to understand this symbiosis between talent and representation.

Contact Taylor Royall Regarding Copies of Productions

Requests for a copy of the spot or production should be made through Taylor Royall and not directly to the producer, production company, photographer or ad agency. Keep in mind that clients are busy people and there is no guarantee of your request being filled.

Respect Our Busy Schedule

Limit your calls to Taylor Royall to essential information. In order to best serve you, we are unable to take calls placed to see if your headshots were received, why you haven't been called recently for projects or if you got the role for which you auditioned. Since the pace is fast and time is of the essence, we need to be dedicated to casting projects at hand. We work hard at placing talent with the best matches for our client requests.

Calls Regarding Payment

Normal turnaround for union work is 30 days. Non-union or print production is 60 to 90 days. Do not call with questions about job payments at any time. After the 90 day time period, you can email payments@taylorroyall.com with your inquiry.