

WORK DAY - INFORMATION SHEET

PROJECT NAME:.....SKM HOTLINE NO.#.....CALL AFTER.....

DATE OF PROJECT:.....

TYPE: Feature / Television / Commercial / Music Video / Print / Other

PAY RATE:..... Status: Non-union.....SAG.....AFTRA.....CASH

EMERGENCY CALLS : STUDIO KIDS MANAGEMENT - 562-902-9838 Press 3#

WHAT TO BRING:

1. **Original Entertainment Work Permit** – Studio Teacher w/sign back & give back at the end of the day. Don't forget it!
2. **Social Security #** - If you have copies of the card please bring extra copies.
3. **Coogan Blocked Trust Account** – Make sure SS# & Date of Birth is on the document – Bring extra copies.
*If you don't have a Blocked Account yet, you legally have 10 days to get one. Once you obtain fax to the payroll Dept. & to Studio Kids once you do get it.
4. **3 Hours of School Work** – Bring Reading, writing, math, pencil, paper, flashcards. At end of day..get school report card from the teacher to take to your regular school.
5. **Only ONE (!) parent is allowed to go with the client booked.** No siblings, extra people, friends, relatives...you will be sent home and never asked to work AGAIN! Liability Reasons!!!!
6. **VOUCHERS** – Use your own address on Feature Film, Television, Music Videos, printwork.
All Commercials you will use Studio Kids address-15068 Rosecrans Avenue #198, La Mirada, CA 90638
7. **TAX SECTION** – Check appropriate box. Exempt if you want the least amount of taxes taken out. Ask your tax man!

Minor needs to be Schooled on Set Minor needs to go to their school Minor must be on vacation / Off Track / Holiday

EXTRA'S CREW PARKING.....SHUTTLE TO SET.....OTHER.....

LOCATION NAME/STUDIO:..... STAGE

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CITY:.....STATE..... ZIP CODE..... THOMAS GUIDE PG.....

CONTACT PERSON.....

WARDROBE TYPE:SEASON:.....

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NO Red , White, Black on Black - NO Logos - Bring 2-3 Volunteer Selections in suitcase with wheels, pressed- clean ready to go!
BE camera Ready !! Also bring: chair, jacket, games, crayons, electronics, sunscreen, IF you bring your camera-ask permission & send me copies

CALL TIME:..... AM / PM (HAVING HAD BREAKFAST / H/H LUNCH / H/H DINNER)

BE ON TIME...DON'T BE LATE....NEVER....NEVER!! BE 20-30 MINUTES EARLY !!! Turn phones off/silent - Don't bug Directors & crew!
BRING YOUR OWN FOOD/SNACKS – Bring bottle water!! **CREW ALWAYS** eats first...EXTRA'S (you) eat last..etiquette! IF they say it is a "Walk-Away lunch"bring money \$ to go outside of the set to eat somewhere...Productions don't have to feed you until 6 hours after you show up.

* **NOW CALL THE CASTING DIRECTOR TO GET THE REST OF THE DETAILS.....**

LEAVE YOUR NAME AT THE END OF MY RECORDING.....HAVE A GREAT TIME.....Drive Safe... †