



## UNION PACKET

### WHAT ARE THESE PAGES AND HOW DO I FILL THEM OUT?

**This is the union packet. If your child is NOT a member of SAG/AFTRA then you need to download the non-union packet.**

This is the paperwork that we need to have filled out and brought with you to registration. The attached package contains twelve (12) pages, counting this cover, four (4) of which referenced below must be brought with you to your registration appointment.

- 1) Client Information Sheet and Management Agreement (2 pages)
- 2) Skills / Talents
- 3) Check Pick-Up Authorization

You must bring all of these pages, filled out in entirety with you to registration. This paperwork **MUST** be filled out accurately and completely (including all measurements) in order to be processed. If you arrive for your appointment and your paperwork is not completed, or if you arrive late, your child will not be registered and you will need to reschedule for another day.

You can NOT register prior to receiving a child's work permit. If you have already received an official work permit, (not the attached application), bring a **photocopy** with you to registration. Please note that we cannot coordinate work for your child until we receive a copy of the work permit and we will not register your child without it.

If you are registering more than one child, each child **MUST** have a completed set of forms and a work permit before we can register the child.

Please hold your questions until you come to registration. We will be happy to answer all of your questions at that time.

Thank you.

PARENTS! This form must be filled out completely before we can register your child.

Today's Date: \_\_\_\_\_



## UNION Client Information Sheet

Child/Client Name:	Last:	First:	Middle:
Home Address:	Street:		
	City:	State:	Zip:
Primary Email Address:			

	Child / Client	Mother	Father
Name (First/Last)			
Home Phone Number			
Work Phone Number			
*Cell Phone Number			
*Cell Phone Provider			
Fax Number			
Other Number			
Social Security Number		XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

**\* Cell Phone Number *and* Provider MUST be filled out. This is how we will contact you.  
Fill all boxes above. If information is the same for parent as for child, please write "same as child" in box.**

Child/Client Ethnicity:	Birth Date:	Age:	Sex:
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Hair:	Eyes:	Height:       '       ''	Weight :               Lbs
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Chest:	Pant:	Waist:	Hip:	Inseam:	Shirt/Dress:	Shoe:
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UNION #:
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How did you hear about us? (Please be specific) \_\_\_\_\_

TALENT MANAGEMENT PARTNERS, INC., DBA KIDS BACKGROUND TALENT (KBT) / KIDS MANAGEMENT (KM) IS A MANAGEMENT COMPANY AND PROVIDES "AN ARTIST'S SCHEDULE OF AVAILABILITY FOR AN AUDITION OR EMPLOYMENT OPPORTUNITY" TO CASTING COMPANIES.

PER LABOR CODE 1701g, IT IS CLASSIFIED AS A TALENT MANAGEMENT COMPANY. THIS IS NOT A TALENT AGENCY CONTRACT. ONLY A TALENT AGENT LICENSED PURSUANT TO SECTION 1700.5 OF THE LABOR CODE MAY ENGAGE IN THE OCCUPATION OF PROCURING, OFFERING, PROMISING, OR ATTEMPTING TO PROCURE EMPLOYMENT OR ENGAGEMENTS FOR AN ARTIST. KIDS BACKGROUND TALENT/KIDS MANAGEMENT IS PROHIBITED BY LAW FROM OFFERING OR ATTEMPTING TO OBTAIN AUDITIONS OR EMPLOYMENT FOR YOU. FOR MORE INFORMATION, CONSULT CHAPTER 4.5 (COMMENCING WITH SECTION 1701) OF PART 6 OF DIVISION 2 OF THE LABOR CODE. A DISPUTE ARISING OUT OF THE PERFORMANCE OF THE CONTRACT BY THE TALENT SERVICE THAT IS NOT RESOLVED TO THE SATISFACTION OF THE ARTIST SHOULD BE REFERRED TO A LOCAL CONSUMER AFFAIRS DEPARTMENT OR LOCAL LAW ENFORCEMENT, AS APPROPRIATE.

PARENTS! This form must be filled out completely before we can register your child.

**CLIENT/ARTIST MANAGEMENT AGREEMENT**

This letter will confirm that the client/child/artist is **exclusively represented** by Kids Background Talent (KBT) / Kids Management (KM) for background work and that a management commission payment of 10% on all union voucher bookings and 20% on all non-union voucher bookings will be due and payable on all gross moneys or other compensation received as a result of employment performed and derived from the efforts of this company under this agreement. It is expressly understood that all commissions are due under this agreement for work up to the time of discontinuance. All subsequently earned residuals, royalties, and pick-up which may accrue after the discontinuance of this agreement, remain due and payable. I authorize KBT/KM to accept delivery, deposit and or deduct all sums due KBT/KM from checks, drafts & any compensation including but not limited to residual, royalties & payments of client's earnings. Failure to forward in a timely manner any payments due to KBT will be subject to a \$10 research fee. There is a \$1.50 check processing / handling charge that shall be deducted from each KBT/KM check drafted. It is understood that if there is an up-grade of the performer to principal performer or the performer is hired as a principal performer that KBT/KM or client may have to assign a licensed SAG franchise talent agency to the job for any and all possible negotiations. If a SAG agency is required for a job, the legal standard commission of 10% of the total gross earned would be due by client to the agency. It is understood that KBT/KM is working in the entertainment industry covering, but not limited to, movies, television, commercials and modeling. Power of Attorney is granted to KBT/KM to execute any and all documents and business necessary to perform the duties as set forth in this agreement. This Client/Artist's Management Agreement is a formal binding agreement, and it can be discontinued at any time by written notice of one party to the other.

**YOUR RIGHT TO CANCEL (for office use only)**

Service effective date:	last cancel date:
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You may cancel this agreement and obtain a full refund, without any penalty or obligation, if notice of cancellation is given, in writing, within 10 business days from the above service effective date or the date on which you commence utilizing the services under the contract, whichever is longer. For purposes of this section, business days are Monday through Friday. To cancel this contract, mail or deliver or send by facsimile transmission a signed and dated copy of the following cancellation notice or any other written notice of cancellation to Kids Management at 207 S. Flower St., Burbank, CA 91502, fax number 866-517-6072, NOT LATER THAN MIDNIGHT OF the above last cancel date. There will be no refunds after the above last cancel date. After the 10 day period this agreement can be cancelled at any time by written notice of one party to the other.

**ACCEPTANCE OF AGREEMENT**

I have read pages 1 & 2 of this agreement and I understand and accept the terms.

Child/Client Name:	
Parent/Legal Signature:	Date:
For KBT/KM:	

**CANCELLATION NOTICE**

I hereby cancel this contract.

Dated:	Parent / Legal Signature:
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If you cancel by the last cancel date, all fees you have paid must be refunded to you within 10 business days after delivery of the cancellation notice to Kids Management.

PARENTS! This form must be filled out completely before we can interview your child.



Today's Date: \_\_\_\_\_

## Skills / Talents

Child/Client Full Name (Print) \_\_\_\_\_

Indicate **BY NUMBER** how good you are:

- 1) FAIR - - you know how but you are not very good.
- 2) GOOD - - You are competent, but not an expert.
- 3) EXPERT - - You are very very good and could almost go professional.

If you do not do the activity at all, leave the space blank. **BE VERY HONEST.** If you are good, say so. If you are not, don't. You can even use the values of 0.5, 1.5 and 2.5 if you need to. If you do any activity or skill that is not listed, please write the activity or skill in and indicate your skill level.

<p><b>Sport Skills</b></p> <ul style="list-style-type: none"> <li>Archery <input type="checkbox"/></li> <li>Badminton <input type="checkbox"/></li> <li>Baseball <input type="checkbox"/></li> <li>Basketball <input type="checkbox"/></li> <li>Baton Twirling <input type="checkbox"/></li> <li>Bicycle <input type="checkbox"/></li> <li>Bike -- BMX <input type="checkbox"/></li> <li>Bike -- Tricks <input type="checkbox"/></li> <li>Billiards <input type="checkbox"/></li> <li>Bowling <input type="checkbox"/></li> <li>Boxing <input type="checkbox"/></li> <li>Boy/Girl Scout <input type="checkbox"/></li> <li>Canoeing <input type="checkbox"/></li> <li>Cheerleading <input type="checkbox"/></li> <li>Chess <input type="checkbox"/></li> <li>CPR <input type="checkbox"/></li> <li>Diving <input type="checkbox"/></li> <li>Fencing <input type="checkbox"/></li> <li>Field Hockey <input type="checkbox"/></li> <li>Fishing <input type="checkbox"/></li> <li>Football <input type="checkbox"/></li> <li>Frisbee <input type="checkbox"/></li> <li>Go-Carts <input type="checkbox"/></li> <li>Golf <input type="checkbox"/></li> <li>Guns <input type="checkbox"/></li> <li>Hackysack <input type="checkbox"/></li> <li>Handball <input type="checkbox"/></li> <li>Horses <input type="checkbox"/></li> <li>Horses-English <input type="checkbox"/></li> <li>Horses-Jumps <input type="checkbox"/></li> <li>Hula Hoop <input type="checkbox"/></li> <li>Ice Hockey <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>Ice Skating <input type="checkbox"/></li> <li>Ice Skating-Figure <input type="checkbox"/></li> <li>Jet Skiing <input type="checkbox"/></li> <li>Jump Rope <input type="checkbox"/></li> <li>Jump Rope-DD <input type="checkbox"/></li> <li>Juggling <input type="checkbox"/></li> <li>Kayaking <input type="checkbox"/></li> <li>Magic <input type="checkbox"/></li> <li>Mime <input type="checkbox"/></li> <li>Motorbike <input type="checkbox"/></li> <li>Motorbike-Offroad <input type="checkbox"/></li> <li>Mt. Climbing <input type="checkbox"/></li> <li>Paddle Ball <input type="checkbox"/></li> <li>Ping Pong <input type="checkbox"/></li> <li>Pogo Stick <input type="checkbox"/></li> <li>Racquetball <input type="checkbox"/></li> <li>Razor Scooter <input type="checkbox"/></li> <li>Rollerblading <input type="checkbox"/></li> <li>Roller Hockey <input type="checkbox"/></li> <li>Rollerskating <input type="checkbox"/></li> <li>Sailing <input type="checkbox"/></li> <li>Scuba Diving <input type="checkbox"/></li> <li>Skateboarding <input type="checkbox"/></li> <li>Skateboard-Tricks <input type="checkbox"/></li> <li>Snorkeling <input type="checkbox"/></li> <li>Snow Skiing <input type="checkbox"/></li> <li>Snowboarding <input type="checkbox"/></li> <li>Soccer <input type="checkbox"/></li> <li>Softball <input type="checkbox"/></li> <li>Surfing <input type="checkbox"/></li> <li>Swimming <input type="checkbox"/></li> <li>Tennis <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>Track &amp; Field <input type="checkbox"/></li> <li>Trampoline <input type="checkbox"/></li> <li>Volleyball <input type="checkbox"/></li> <li>Water Skiing <input type="checkbox"/></li> <li>Water Polo <input type="checkbox"/></li> <li>Wind Surfing <input type="checkbox"/></li> <li>Wrestling <input type="checkbox"/></li> <li>Yo Yo <input type="checkbox"/></li> </ul> <p style="text-align: center;"><b>Gymnastics</b></p> <ul style="list-style-type: none"> <li>Balance Beam <input type="checkbox"/></li> <li>Floor <input type="checkbox"/></li> <li>Parallel Bars <input type="checkbox"/></li> <li>Pommel Horse <input type="checkbox"/></li> <li>Rings <input type="checkbox"/></li> <li>Tumbling <input type="checkbox"/></li> <li>Uneven Bars <input type="checkbox"/></li> </ul> <p style="text-align: center;"><b>Languages</b></p> <ul style="list-style-type: none"> <li>Armenian <input type="checkbox"/></li> <li>Chinese <input type="checkbox"/></li> <li>Czech <input type="checkbox"/></li> <li>Finnish <input type="checkbox"/></li> <li>French <input type="checkbox"/></li> <li>German <input type="checkbox"/></li> <li>Greek <input type="checkbox"/></li> <li>Hebrew <input type="checkbox"/></li> <li>Hindu <input type="checkbox"/></li> <li>Hungarian <input type="checkbox"/></li> <li>Italian <input type="checkbox"/></li> <li>Japanese <input type="checkbox"/></li> </ul>	<p><b>Musical</b></p> <ul style="list-style-type: none"> <li>Accordion <input type="checkbox"/></li> <li>Bass <input type="checkbox"/></li> <li>Cello <input type="checkbox"/></li> <li>Clarinet <input type="checkbox"/></li> <li>Drums <input type="checkbox"/></li> <li>Flute <input type="checkbox"/></li> <li>Guitar <input type="checkbox"/></li> <li>Guitar-Bass <input type="checkbox"/></li> <li>Harmonica <input type="checkbox"/></li> <li>Organ <input type="checkbox"/></li> <li>Percussion <input type="checkbox"/></li> <li>Piano <input type="checkbox"/></li> <li>Saxophone <input type="checkbox"/></li> <li>Trumpet <input type="checkbox"/></li> <li>Tuba <input type="checkbox"/></li> <li>Violin <input type="checkbox"/></li> </ul> <ul style="list-style-type: none"> <li>Korean <input type="checkbox"/></li> <li>Latin <input type="checkbox"/></li> <li>Persian <input type="checkbox"/></li> <li>Polish <input type="checkbox"/></li> <li>Portuguese <input type="checkbox"/></li> <li>Romanian <input type="checkbox"/></li> <li>Russian <input type="checkbox"/></li> <li>Sign <input type="checkbox"/></li> <li>Spanish <input type="checkbox"/></li> <li>Swahili <input type="checkbox"/></li> <li>Tagalog <input type="checkbox"/></li> <li>Thai <input type="checkbox"/></li> </ul>	<p><b>Martial Arts</b></p> <ul style="list-style-type: none"> <li>Aikido <input type="checkbox"/></li> <li>Hapkido <input type="checkbox"/></li> <li>Ju Jitsu <input type="checkbox"/></li> <li>Judo <input type="checkbox"/></li> <li>Karate <input type="checkbox"/></li> <li>Kenpo <input type="checkbox"/></li> <li>Kick Boxing <input type="checkbox"/></li> <li>Kung Fu <input type="checkbox"/></li> <li>Tae Kwon Do <input type="checkbox"/></li> <li>Tang Soo Do <input type="checkbox"/></li> </ul> <p><b>Vocal</b></p> <ul style="list-style-type: none"> <li>Rapping <input type="checkbox"/></li> <li>Singing <input type="checkbox"/></li> </ul> <p><b>Dancing</b></p> <ul style="list-style-type: none"> <li>Ballet <input type="checkbox"/></li> <li>Ballroom <input type="checkbox"/></li> <li>Belly <input type="checkbox"/></li> <li>Breakdance <input type="checkbox"/></li> <li>Country <input type="checkbox"/></li> <li>Hip Hop <input type="checkbox"/></li> <li>Irish Step <input type="checkbox"/></li> <li>Jazz <input type="checkbox"/></li> <li>Line <input type="checkbox"/></li> <li>Marengé <input type="checkbox"/></li> <li>Salsa <input type="checkbox"/></li> <li>Samba <input type="checkbox"/></li> <li>Tango <input type="checkbox"/></li> <li>Tap <input type="checkbox"/></li> </ul>
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**Other:** \_\_\_\_\_

PARENTS! This form must be filled out completely before we can register your child.



Today's Date:

## Check Pick-Up Authorization

I hereby authorize Kids Management, as my personal managers, to accept delivery of any and all checks, drafts, and/or sums of money, or any other forms of compensation and payments (including, but not limited to, initial compensations, residuals, royalties, replay and foreign use payments) for the services of;

**client full name:**

in the entertainment industry, which may from time to time become due and payable. I hereby authorize and direct delivery of such checks, drafts and/or sums of money, or any other forms of payments to the following address:

Kids Management  
207 So. Flower St.  
Burbank, CA 91502-2102  
(Or to such other address as Kids Management provides)

I agree that Kids Management is entitled to receive all moneys or other compensation under the terms of our Artist's Management Agreement, and I will make no attempt at any time to prevent or otherwise interfere with Kids Management directing such payments through Kids Management whether during the term of our agreement, or with regard to such payments as may be commissionable to Kids Management after such agreement has expired.

Upon request, Kids Management, shall be supplied with copies, at the artist's expense, of any books, record, or other documents that pertain to the artist as stated in the Artist's Management Agreement, as they may desire.

This authorization shall remain in effect and may not be revoked at any time, except by written notice, signed by those authorized by Kids Management and the undersigned, and delivered by Certified Mail.

This authorization supersedes any prior dated authorization that Kids Management may have on file regarding delivery of checks and/or sums of money payable to me, which may be on file.

Thank you.

\_\_\_\_\_  
Child/Client Full Name (Print)

\_\_\_\_\_  
Child/Client Full Name (Signature)

\_\_\_\_\_  
Client Social Security Number

\_\_\_\_\_  
Parent/Legal Guardian (Print)

\_\_\_\_\_  
Parent/Legal Guardian (Signature)

\_\_\_\_\_  
Relationship to Client/Child

\_\_\_\_\_  
Child/Client Full Mailing Address

\_\_\_\_\_  
Telephone Number



## **Work and Payment Procedures for Extra Work**

**YOU'RE ALL ACCEPTED!** Every child will become active once we receive a copy of the work permit, and contact information. Your child's photograph will be placed in our Kids! Talent Listing Directory.

**TEXT MESSAGING** - All parents **MUST** have a Cell Phone with text messaging capabilities. We will contact you for potential jobs by sending you a text message that will refer you to an outside line describing the work call. Make sure your cell phone is working and you have it with you and on 24 hours a day / seven days a week. We will need to be able to contact you at all times for call time changes.

**DIRECTIONS** - All parents must get their own directions to the set or location. You can use Goggle Maps or other map software to print a map of the location that you need to go to. Although we want to help you as much as possible, it is essential that you are able to look up your own directions to sets.

**WORK PERMITS** - Must be up-dated every SIX MONTHS. We must have a COPY ON FILE. You should keep a copy in your car and in your wallet for emergency situations. We will only arrange work for a child if we have a copy of your child's work permit on file. It is your responsibility to keep your child's work permit current. We will not contact you if the copy we have on file of your child's work permit has expired. You can either fax it to 886-517-6072 or mail a copy to us. If the work permit we have is expired your child WILL NOT BE CALLED for potential work. If you do not submit a copy of the current work permit we will put your child in our INACTIVE files.

Always bring your work permit with you to any auditions, interviews, fittings or workdays. Always make sure you have the work permit signed when you are on the set. A work permit needs to be dated and signed for EACH day worked. That is, each date you work must be written separately on the back of the work permit. Do not throw away old work permits as we may need them to get you paid for your work if there was ever a problem with a payment not arriving.

**TAXES** - You need to evaluate how often your child is working and how much they are making. When a child earns over \$150 for working, it is taxed as though the child makes that every day of the year. Please consult your tax advisor to see if you should claim EXEMPT from taxes on your child's vouchers.

**UNIONS** - If your child is a member of the Screen Actors Guild (SAG) or the American Federation of Television and Radio Artists (AFTRA), make sure we have your membership number on file with us. If and when you become a member, please call us with your membership number. Children under the age of four are not required to join SAG. Once a child 4 through 13 has received three COMMERCIAL VOUCHERS on jobs that PAY SAG EXTRA SCALE, the child will be considered a MUST PAY. Children 14 and over who receive three COMMERCIAL or THEATRICAL SAG vouchers will be considered a MUST PAY. As a MUST PAY you will have 30 days to join the SAG or your child can not work on SAG commercials

**OUTSIDE LINES** - When we are working on a project you may be text messaged to an outside line. If this is the case you must call the number and listen to the information. It will be very specific and tell you what we are looking for. If you listen to a voice mail and it gives you directions to call the office, or leave a message, or call the office at a specific time for further details please make sure you do what it says. Outside lines are our way to communicate fast, effectively and efficiently with our clients. A cell phone WITH text messaging capabilities is a must to get booked!

ACCEPTING WORK - Only accept work if you have confirmed availability with your child. Make sure your child doesn't have special plans at school or that your child doesn't have some kind of after school activity that cannot be missed. Accepting work and then canceling causes us, the casting director, and the production crew to repeat a lot of unnecessary work. You must have reliable TRANSPORTATION and your child must have a guardian with them for the entire time on the set.

Please communicate with each other. When we give out audition or extra work information, please write all the information down clearly. Far too many times we give out information to one parent only to have the other parent call us back hours later because the information was lost or never written down.

Any child who is **RECALLED** from the set is also required to call us and let us know. If your child is recalled from the set you must call us immediately. This is extremely important since we need to have a record that you are working. We are responsible for invoicing production companies to get each client paid and without the knowledge that you have been **RECALLED** we will not be able to track payments.

EMERGENCY SITUATIONS - An emergency situation is something that needs to be attended to promptly to avoid a problem. An emergency would be a situation that may consist of: a parent has no call time and has not been contacted by anyone to tell them where to go; a parent is not able to find a work permit; a parent had their car stolen; a child becomes extremely ill; you are going to be late to a set... anything that is going to detain you from where you are supposed to be at the time you are set to be there. **DO NOT** emergency line if a situation is not an emergency! Do not call emergency line if a situation can be attended to during office hours.

WORK - When taking your child to the set, there can only be one parent/guardian for your child. **DO NOT** bring extra people to the set with you! The only people allowed on the set are the children scheduled to work and one parent **OR** guardian. If extraneous people show up on the set, the production has every right to ask you to leave the set. If this happens we will no longer represent you and will drop you from our files.

It is illegal to put someone else's social security number on a voucher in place of the child who worked. No matter what a person on a set says when you are filling out a voucher, don't do it. This is why it is **EXTREMELY** important to bring your child's social security number with you to the set. If you forget to bring the social security number, call the office and ask us to look it up. It should be correct in the computer. You should **NEVER** leave it blank.

When you go to a set you must know the name of the show and the directions. Always check your preferred mapping software prior to a shoot. **YOU MUST BE RESOURCEFUL!** Do not rely on us for directions! Map your route out the night before and make sure your car has enough gas.

When you go to a wardrobe fitting, an audition or an actual booking, the production company will supply a payment **VOUCHER**. You must have the **VOUCHER** signed by someone from the production company.

Any jobs working under the AFTRA union will **NOT** provide a copy of the voucher for you. Talent will sign an AFTRA contract before leaving the set but will not retain a copy at that time. This being the case do not leave the set without the work permit being signed for proof that you worked.

Remember, without a **SIGNED** voucher you may never get paid. It is your responsibility to get a copy of the signed voucher back before you leave the set. This is your proof that you worked on the set. If there is a problem with getting the voucher back or signed, call our office from the set. If there are no vouchers given to you on the set, call us immediately!

DO NOT LEAVE THE SET WITHOUT GETTING BACK A SIGNED VOUCHER! Always keep a copy of the voucher when given one by the set. When you receive a VOUCHER from a set you must fill the ADDRESS out with our office address only; **NOT YOUR HOME ADDRESS**. The check must come to our office first. If a check is inadvertently sent to your home then do not cash it, send it to our office instead. **If we have to track down payments on a job that you worked because you failed to put our address on the voucher, or because you cashed a check sent to your home directly by the payroll company, we will hold off on booking your child again and you will be charged a \$10 research/handling fee.** Always write clearly your child's name and social security number. A voucher that can't be read is useless and can keep you from getting paid for the work. If the parent / guardian is booked by us to work on the set, all of the same rules with regard to vouchers that apply to the child will apply to the parent/guardian. Our address must be put on the parent/guardian voucher and it will be subject to our standard commissions. Failure to do so will result in our charging the commission to your child's check along with the \$10 service charge.

When you arrive at a set you must immediately check in with the Assistant Director (AD). Do not go to the food truck! Your child has been hired to WORK. You have several responsibilities. These responsibilities include making sure you have the correct wardrobe and that you meet with the Studio Teacher. **WHEN YOU LEAVE MAKE SURE THE AD SIGNS YOUR VOUCHER WITH AN 'OUT TIME'.** ALWAYS TAKE A COPY OF THE VOUCHER. DONT LEAVE WITHOUT ONE! If the production company is being invoiced by our company ask that the AD signs a piece of paper that states your child worked, the name of the project, start and finish time, the date of the job, a contact number for the company. If you do not get the voucher signed or you do not get your copy returned, you may never get paid for the work!

**HOMEWORK** – If your child is missing school in order to work on a set, then your child MUST bring with him or her at least 3 HOURS of schoolwork. This also includes the proper tools (pens, paper and assignments). It is a good idea for your child to bring with them a book that they might be reading for fun. It never hurts to have more work than your child will be able to do. Also, if a Studio Teacher calls us with a pattern of problems, we will not book your child again.

**FOOD** - Pack a little lunch. You never know what there will be for your child. **STAY AWAY** from candy! Have an orange or a banana for your child. **HEALTHY SNACKS!**

**WARDROBE** - Always have the correct wardrobe. Bring extra changes! You should always have at least **THREE** to **FOUR CHANGES**. Stay away from **LOGOS, NEON, WHITE, & BLACK**. If you are asked to bring a **PROP** make sure you have the prop. This might be a backpack or a bike. Do not accept the work if you do not have the Prop we are asking for!

**ON THE SET PROBLEMS** - If there is a **PROBLEM** on the set **DO NOT** wait until you get home to tell us about the problem. Contact us from the set. Make sure you speak to someone who can help you prior to leaving the set. While on the set do not get into an argument with the crew, simply go to a phone and call our office. We can help you. Keep the office number with you at all times. Do not wait until you get home. There's very little we can do to fix a bad situation once you leave the set.

**LEAVING THE SET** - When you leave a set **DON'T FORGET YOUR CHILD'S WORK PERMIT** or anything else you had with you at the set, including your child's school books and any extra wardrobe that you brought with you from home! **DON'T LEAVE WITH THE CLOTHING THAT YOU ARE GIVEN FROM WARDROBE**. Your child's work permit must be signed by the teacher before leaving! You must get a signed voucher before leaving!

**PAYMENTS / FEES** - Checks are received by our office, deposited and reissued less our commissions and fees. Commissions are charged on the total gross pay including all overtime and other compensation. Kids Management/Background Talent checks are issued three times a month and we pay out all checks received up to the date of each check run.



**If you get paid directly from the payroll company, do not deposit the check.** Send it directly to Kids Management. Do not sign it, cash it or rip it at the perforations. Send it directly to our office. You will always be able to tell our check from another company because the check will be from Kids Management/Background Talent. **If you fail to send the payments to us and we have to call you and the payroll companies trying to track down our commission we will assess a \$10 research fee.** This includes failure to forward the checks of parents that we book on shows. If we find that we must repeatedly chase down our fees after getting your children and/or yourselves booked on shows then we will take you off of our books.

Up-dates are due twice a year; June and December. If your up-dates are not returned your child will be placed in the inactive files and we will assume that you are **BOOKED OUT UNTIL FURTHER NOTICE**. If you would like to be put back on the books you may do so by updating your data and your child's file will be placed in the **ACTIVE** files.

**PICTURES** – We request that your child updates his or her photo every six months or so. You **MUST** email one to us at; **PHOTOS@KIDSMGT.COM**. Pictures are submitted to casting directors and production companies for potential work opportunities. If your child's picture is over 6 months old, you risk having fewer opportunities. For children under 1 year old, we need a new picture every four months. Pictures must meet the guidelines outlined on our website KidsManagement.com (which also includes a sample picture).

**MISCELLANEOUS** - If you have general questions feel free to call us. Please be aware, however, that we are under a huge time constraint to do our daily submissions. When you are calling the office please tell us who you are, who your child is (**FIRST AND LAST NAME**) and why you are calling.

If you cancel a job coordinated on your behalf for any reason and we cannot find a replacement, we may drop you as a client based on the circumstances and/or your past history with us. Please be mindful that, while we want you all to enjoy this experience, this is a business and we take it seriously and will only work with people that respect this.

We need babies! If anyone knows any women who are expecting a baby (now or in the future) or knows parents of twins, triplets, quads, etc., please have them call us if they are interested. If you are a nurse working in maternity or know one, please call us.

We hope you and your child have a positive experience working in the industry and with our company. See you in the movies!!!

**THIS IS NOT A PERMIT**

NEW (never applied before)  RENEW

Permit No. \_\_\_\_\_

**APPLICATION FOR PERMISSION TO WORK IN THE ENTERTAINMENT INDUSTRY**

**PROCEDURES FOR OBTAINING WORK PERMIT**

1. Complete the information required below.
2. School authorities must complete the "School Record" section below for minors in grades 1 thru 12.
3. For minors 15 days through kindergarten, please attach a photo copy of minor's birth certificate. See reverse side for other documents that may be accepted.
4. All signatures **MUST** be in original ink. No fax or photo copies permitted.
5. Mail or present the completed application to any office of the Division of Labor Standards Enforcement for issuance of your work permit. Work permits will be issued within 3 business days and mailed to you.
6. Please provide a preaddressed, stamped envelope so the permit can be mailed back to you.

Name of Child				Professional Name (if applicable) AKA:									
Permanent Address Number		Street		City		State		Zip Code		Home Phone Number			
School Attending										Grade			
Date of Birth		Age		Height ft. in.		Weight lbs.		Hair Color		Eye Color		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
<p><b>STATEMENT OF PARENT OR GUARDIAN:</b> It is my desire that an Entertainment Work Permit be issued to the above named child. I will read the rules governing such employment and will cooperate to the best of my ability in safeguarding his or her educational, moral and physical interest. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct.</p> <p>By submitting personal information about yourself and your minor child to DLSE in order to obtain an entertainment work permit for your child, you consent to DLSE's use of that personal information for purposes authorized by Labor Code § 1308.5 and 1308.10, which provide for the issuance of such permits. Note that DLSE's use of such personal information includes the disclosure of information about you and your minor child to third parties who want to verify a work permit.</p>													
Name of Parent or Guardian (print or type)						Signature			Daytime Phone Number				

**SCHOOL RECORD**

Circle whether "SATISFACTORY" or "UNSATISFACTORY" for each

Attendance		<u>Academics (Grades)</u>				<u>Health</u> – Please indicate if the minor requires medical approval to obtain a permit	
SATISFACTORY / UNSATISFACTORY		SATISFACTORY / UNSATISFACTORY				SATISFACTORY / NEEDS MEDICAL APPROVAL	
I CERTIFY THAT THE ABOVE-NAMED MINOR:						[School Seal, Stamp, Address Stamp or Signed Letterhead] <b>REQUIRED</b>	
<input type="checkbox"/> Meets the school district's requirements with respect to age, school record, attendance and health. <input type="checkbox"/> Does not meet the district's requirements and permit should not be issued.							
Authorized School Official, Signature and Title				Date			
School Address				School Phone Number			

**HEALTH RECORD**

Complete this Section if instructed to do so or if infant is under One Month of Age

Name of Doctor		Address			Phone Number	
I certify that I am a licensed physician and surgeon who is Board Certified in pediatrics, and have carefully examined _____						
In my opinion, (please circle) <b>he / she</b> is / is not physically fit to be employed in the production of motion pictures and television. If less than one month, infant <b>is / is not</b> at least 15 days old, <b>was / was not</b> carried to full term, and <b>is / is not</b> physically able to perform.						
Signature _____ M.D. Date _____						
Remarks						
<b>*PLEASE USE DOCTOR'S OFFICE STAMP ON APPLICATION TO ENSURE AUTHENTICITY.*</b>						

Information covering California's child labor laws applicable to the entertainment industry can be found at <http://www.dir.ca.gov/dlse/DLSE-CL.htm>.

## **PROCEDURE FOR OBTAINING AN "ENTERTAINMENT PERMIT"**

### **NEW**

- |                               |                                                                                                                                                                                          |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.) Application Form          | Obtain from any of the Division of Labor Standards Enforcement offices or from the website: <a href="http://www.dir.ca.gov/dlse/DLSEform277.pdf">www.dir.ca.gov/dlse/DLSEform277.pdf</a> |
| 2.) Parent/Guardian           | Complete <u>all</u> requested information on the front of the application. Please print and sign your name in original ink.                                                              |
| 3.) School Record Information | To be completely filled out by authorized school official in original ink for minors in grades 1 thru 12.                                                                                |

**A PREADDRESSED, STAMPED ENVELOPE MUST ACCOMPANY THE APPLICATION**

### **REQUIREMENTS FOR NON-SCHOOL AGE CHILDREN** (15 days through kindergarten)

**A PHOTO COPY OF ONE OF THE FOLLOWING:**

- 1.) Certified Birth Certificate
- 2.) Baptismal Certificate
- 3.) Official letter from hospital where born
- 4.) Passport

*Every infant under one month of age must have a certification from a licensed physician and surgeon who is Board Certified in pediatrics certifying that the infant is at least 15 days old, was carried to full term, and is physically able to endure the stresses of a television or movie set.*

### **REQUIREMENTS FOR SCHOOL AGE CHILDREN** (Grades 1 through 12)

#### **PUBLIC / PRIVATE SCHOOL, ON-LINE / VIRTUAL ACADEMY AND OUT OF STATE RESIDENTS:**

- When school is IN session, the application must be completed and dated during the current school session by an authorized school official.
- When school is NOT in session (i.e., school break, vacations, holidays), either the minor's recent report card or letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance is required.

#### **HOMESCHOOLED:**

- If minor is homeschooled, the application must be completed by the parent/guardian and attached to either a current private school affidavit, or written verification indicating that the minor is "satisfactory" in all academic subjects, health and attendance from either the local school district, county office of education or state board of education where the minor lives.

### **RENEWAL**

- 1.) Complete application form (all questions)
- 2.) Send a copy of the old permit with the application.
- 3.) Enclose a self addressed, stamped envelope for return.
- 4.) If school is not in session, see above instructions.
- 5.) If school is in session, have school official complete and sign the "school record" section of the application form for minors in grades 1 through 12.

**THERE IS NO FEE  
SOCIAL SECURITY NUMBER IS NOT REQUIRED  
APPLICATION CANNOT BE PROCESSED VIA FAX**

**DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Labor Standards Enforcement**

**From the Department of Industrial Relations website: <http://www.dir.ca.gov/dlse/DLSE-CL.htm>**

Minors aged 15 days to 18 years employed in the [entertainment industry](#) must have a permit to work, and employers must have a permit to employ, both permits being issued by the [Division of Labor Standards Enforcement](#). These permits are also required for minors making phonographic recordings or who are employed as advertising or photographic models. Permits are required even when the entertainment is noncommercial in nature.

There is no fee to obtain an entertainment work permit. The permit can be obtained by the new [on-line application process](#), by mail or in person. If you are a parent or guardian who wishes to apply for an Entertainment Work Permit for a Minor on-line, click on the Permits link above. If you wish to apply by mail or in person, the [application for permission to work in the entertainment industry](#) must be filled out completely and mailed, along with any required documents and a pre-addressed, stamped envelope, to any office of the [Division of Labor Standards Enforcement](#). To find the nearest DLSE office, use the division's [office locator](#). Please note that the Van Nuys Office, located at 6150 Van Nuys Blvd, Room 100, (818-901-5484) is available for walk-in service. Effective June 1, 2015, the hours of the Van Nuys Minors Entertainment Work Permit Unit will change. The new hours will be 9:00 a.m. to 12:00 p.m. on Monday and Friday, and 9:00 a.m. to 4:00 p.m. on Tuesday, Wednesday and Thursday. We will continue to strive to offer the best service possible and believe the new hours will allow for enhanced efficiencies in the processing of permit applications. We appreciate your understanding and cooperation.

In addition to the standard six month Entertainment Work Permit, there is now a [10 Day Temporary Entertainment Work Permit](#) which parents guardians can apply for on-line. The 10 day Temporary Entertainment Work Permit is subject to the following requirements:

Minor must be between the ages of 15 days and 16 years

Have never applied for a 6 Month Entertainment Permit

Have not previously applied for a 10 Day Temporary Entertainment Work Permit

There is a fee for the 10 Day Temporary Entertainment Work Permit

**Division of Labor Standards Enforcement - District offices**

**Bakersfield**

[7718 Meany Ave](#)

Bakersfield, CA 93308

(661) 587-3060

**El Centro**

[1550 W. Main St.](#)

El Centro, CA 92243

(760) 353-0607

**Fresno**

[770 E. Shaw Avenue,](#)

[Ste. 222](#)

Fresno, CA 93710

(559) 244-5340

**Long Beach**

[300 Oceangate,](#)

[Suite 302](#)

Long Beach, CA 90802

(562) 590-5048

**Los Angeles**

[320 W. Fourth Street,](#)

[Suite 450](#)

Los Angeles, CA 90013

(213) 620-6330

**Oakland**

[1515 Clay Street,](#)

[Suite 801](#)

Oakland, CA 94612

(510) 622-3273

**Redding**

[250 Hemsted Drive,](#)

[2nd Floor, Suite A](#)

Redding, CA 96002

(530) 225-2655

**Sacramento**

[2031 Howe Avenue,](#)

[Suite 100](#)

Sacramento, CA 95825

(916) 263-1811

**Salinas**

[1870 N. Main St.,](#)

[Suite 150](#)

Salinas, CA 93906

(831) 443-3041

**San Bernardino**

[464 W. Fourth Street,](#)

[Room 348](#)

San Bernardino, CA 92401

(909) 383-4334

**San Diego**

[7575 Metropolitan Dr.,](#)

[Room 210](#)

San Diego, CA 92108

(619) 220-5451

**San Francisco**

[455 Golden Gate Ave.,](#)

[10th Floor](#)

San Francisco, CA 94102

(415) 703-5300

**San Francisco--Headquarters**

[455 Golden Gate Avenue,](#)

[9th Floor](#)

San Francisco, CA 94102

(415) 703-4810

[DLSE2@dir.ca.gov](mailto:DLSE2@dir.ca.gov)

**San Jose**

[100 Paseo de San Antonio,](#)

[Room 120](#)

San Jose, CA 95113

(408) 277-1266

**Santa Ana**

[605 West Santa Ana Blvd., Bldg. 28,](#)

[Room 625](#)

Santa Ana, CA 92701

(714) 558-4910

**Santa Barbara**

[411 E. Canon Perdido,](#)

[Room 3](#)

Santa Barbara, CA 93101

(805) 568-1222

**Santa Rosa**

[50 "D" Street,](#)

[Suite 360](#)

Santa Rosa, CA 95404

(707) 576-2362

**Stockton**

[31 E. Channel Street,](#)

[Room 317](#)

Stockton, CA 95202

(209) 948-7771

**Van Nuys**

[6150 Van Nuys Blvd.,](#)

[Room 206](#)

Van Nuys, CA 91401

(818) 901-5315

**Van Nuys - Entertainment Work Permits**

[6150 Van Nuys Blvd.,](#)

[Room 100](#)

Van Nuys, CA 91401

(818) 901-5484

Walk In Service Available At This Location:

9:00 a.m. to 12:00 p.m. - Monday and Friday

9:00 a.m. to 4:00 p.m. - Tuesday, Wednesday

and Thursday