



Welcome to Castle Hill Enterprises!

The following is a list of guidelines that will benefit all of us. Please read them carefully. Thank you!

- ◆ Agency representation is exclusive. Notify SAG that you are with this agency even if we have not signed a written contract.
- ◆ Photos must be current. Please supply the office with 25-50 headshots at a time.
- ◆ Check in with us at least once a month to make sure we have plenty of your photos on hand. Do not wait for us to call you.
- ◆ Photos and resumes must be attached and cut to fit each other or they will not be accepted.
- ◆ Our logo must appear on the resume or we will not accept it. You can download it from our website (www.castlehillagency.com). You may also put the logo on your photo.
- ◆ Placing your photo in “The Academy Players Directory” is your responsibility. Call them for further information (310-247-3058). NOW Casting now owns them.
- ◆ ALWAYS CALL TO CONFIRM AUDITIONS when a message is left on your voicemail, email, with your roommate, spouse, child, etc.
- ◆ If you are going to be unavailable for any reason (i.e.; going out of town, hospital stay, black eye, car in the shop, WHATEVER etc.) notify us at least one week ahead of time (except obviously in case of emergency or unforeseen circumstances).
- ◆ If you are going to be late for an audition, call us.
- ◆ To further your career, do as much of your own publicity as possible (i.e.; general mailings, thank you notes to CD’s after readings and/or bookings, calling casting directors for general interviews, giving us leads to follow up on, etc.) If you book a paying job on your own (such as through Actors Access) it is still your responsibility to pay the agency 10%.
- ◆ Keep your resume current! Update the hard copy and update it online. We do not have time to write in your latest credits for you.
- ◆ You must have current photos online with Breakdown Services (310/276-9166) and LA Casting Network (323/462-8200). Videos online are also helpful. Please fill out the actor profile information on both sites. Check out iActor as well (for SAG members only)

We look forward to a long and productive relationship with you!

(If you decide to leave this agency, please notify us)