



## SET ETIQUETTE FOR EXTRA

### A few things to remember:

- If you have questions on shooting day, **DO NOT CALL** the business of the shooting location. Call the contact number listed in your details email!
- Always show up to Extras Holding at least 20 minutes early.
- ALL Extras **MUST** sign in as they arrive.
- ALL EXTRAS **MUST COMPLETE A RELEASE FORM**. If a minor under 18, release should be completed by a Parent or Guardian. If a minor, a **CHILD LABOR FORM** must also be completed first thing by a Parent/Guardian.
- Parents are **NOT** to drop children off and Parents must accompany their children at all times during Extras Holding. Ex. If a child has to leave Extras Holding to go to the restroom, a Parent/Guardian must accompany them and Parent must sign the child out. No exceptions!
- Extras are to remain in Extras Holding the entire time while not on set. They may not run errands, leave to pick up family members or wander outside of Extras Holding, etc.
- **NOONE**, other than working Extras are allowed into the Extras Holding area.
- **PARENTS:** Only bring children that are scheduled to work that day!
- **NEVER** look into the camera while cameras are rolling.
- **NEVER** leave Extras Holding without notifying the Production Assistant or Extras Casting Director first!
- Only leave Extras Holding for restroom breaks or emergencies **AND** you **MUST** sign out before doing so.
- Always be natural and calm. Try not to appear nervous or anxious.
- **NEVER** talk on set. You should "MIME" your words.
- **NEVER** ask the actors for pictures or autographs while on set.
- **Do NOT** bring cameras or camera phones on set.
- Always pay attention to what the Director is saying.
- **NEVER** talk to the Director unless he/she talks to you first or you are unclear about what you are suppose to do.
- Keep going until the Director yells "CUT".
- While not on set, keep talking and laughter low and to a minimum.
- Expect a **LOT** of down time! Please bring a book, crossword puzzle, or something to keep you busy while not on set.
- **DO NOT** bring valuable items to set. Ex. Laptops, ipads, ipods.
- Always prepare for the full day if booked to work! Do not schedule anything directly before or directly after project filming times.
- Always remember to remain professional!

If you would like to continue to receive Extra Work or if you are a Professional Actor, you may register online at [www.hervisionstudios.com](http://www.hervisionstudios.com) for work opportunities.

\*Extras Holding – Extras Holding is the location where background talent (Extras) are required to wait while not on set. This will be a location designated by the Production Office.

**THANK YOU and SEE YOU ON SET!**