

WELCOME

TO THE NINE9 FAMILY

This new talent packet includes:

Account Setup Guide

Casting Tips

Nine9 Events

FOR ANY NEEDS, PLEASE CONTACT TALENT SERVICES

Phone: 248-220-6531 Email: talentservices@nine9.com Live Chat in Account

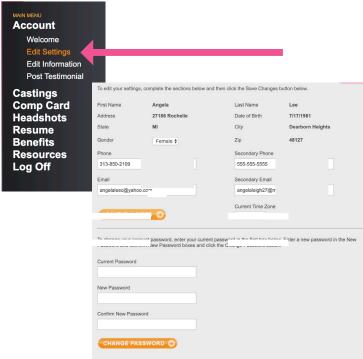
NINE9.COM

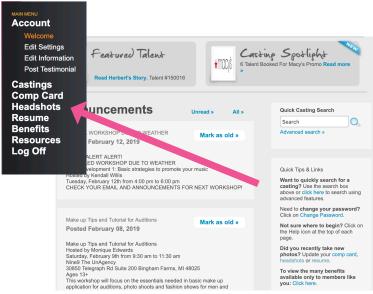
ACCOUNT SETUP

The information you complete in this section includes basic personal information which will directly relate to what searches you appear within when a client, Casting Director, or our Talent & Client Services department searches the Nine9 system and what castings are matched to you. Some of this information also appears on your Comp Card. All sections should be completed and then updated regularly.

WELCOME

This links to your 'Homepage' within your account and includes links to castings, alerts, featured talent and announcements. You should regularly check your announcements for upcoming events.





EDIT SETTINGS

Name, gender and state, phone, secondary phone (if available), email and time zone are automatically populated and can be adjusted should the information change. To make any updates please contact your Talent & Client Services Representative. At the bottom of this section, you can change your account password.

EDIT INFORMATION

Each field should be completed including accurate measurements, hair color, length, skin color, eye color, ethnic descent, unique traits, union affiliations and talent objections. This section should be updated regularly as your look and/or body dimensions change.

DESCRIPTIONS

Use the following layouts when entering your skills and experiences. All layout subjects (i.e. – Athletic) should be **bold**. If there is a particular category that is not relevant to you, do not include that category in your list.

Description of Experience

This is where your acting and/or modeling Resume and experience go on your Comp Card. If you don't fill out the section it will appear blank and Casting Directors and clients will not see your Resume/experience when viewing your Comp Card.

An Example of 'Description of Experience'

Feature Film

Jumanji Background Actor Director Kevin Maple
The Lost Lead Director Jackson Fillmore

Music Video

2Chainz Featured Director Britney Joy The Weekend Background Actor Director Mark Sykes

Commercial

Dove Lead Director Tyler Hart

Print Modeling

H&M 2018 Fall Print Campaign

Promotional

2017 Smart Water Brand Ambassador

An Example 'Description of Skill Sets' as it would appear:

ATHLETIC: Cross Country - 3 years (High School and College)

MUSICAL: Singer (Alto) and Clarinet

DANCE: Hip Hop for 5 years. Ballet, Tap and Jazz for 2 years

LANGUAGE: Fluent in English and Spanish

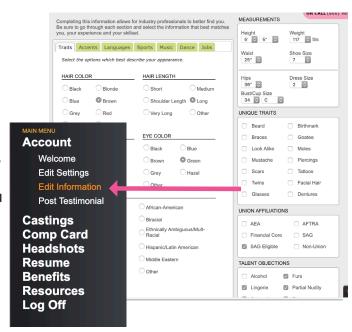
OTHER: Professionally Trained Chef

Anything listed in these boxes will appear on your Comp Card. This helps clients with specific requests. Your skills and/or experiences should be laid out as shown. They should be updated as new skill or experiences are gained or improved.

CHECK BOXES

Go through each section and select the categories that you are skilled in. For example, when someone searches for a talent who can rollerblade, those who have checked 'Rollerblade' under the 'Sport' section will appear. **Do not check boxes that you are not fully skilled in.** Never check all of the boxes in a section; it will hurt your overall chances to gain exposure as clients will become frustrated when you are unable to fill their requirements. Even if checking a box, still list it in the 'Skill Set Description' box (as detailed prior).

In the 'Actor Type' boxes, check any that you are looking to do; you do not need to have experience in these areas.



In the 'Language' and 'Accents' sections, only check off authentic accents or those that you have been professionally trained in. Only check languages that you are **fluent** in.

Check off any trade organizations you are registered with or a member of in the 'Union Affliations' section (if applicable). If you are not a union member, simply leave the check box defaulted to Non-Union.

Checking a box in the 'Talent Objections' section means you object to doing any work in favor of or requiring what is listed.

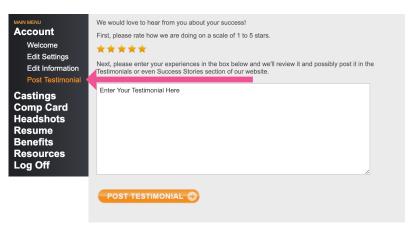
You should check off any features in the 'Special Feature' section which apply to you.

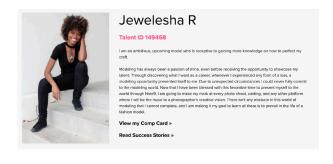
Remember to always click 'Save Changes' at the bottom of the page after updating your information.

NINE9 TESTIMONIAL

As you gain wonderful new experiences in this industry, we want you to share your Success Stories or Testimonial with us! Complete the box 'Enter Your Testimonial Here' and click 'Post Testimonial'.

Please use full sentences and punctuation.





CASTINGS

SEARCH

Go to Castings > Search. Your search will automatically default based upon your ethnicity, gender and the state you are located. To pull the available castings without adding more specifics, click the blue 'Search Castings' button.

To select additional specifics (or change the defaulted fields), click on any gray section box or select from a drop down. Since exposure is the name of the game, especially as you start out, we recommend as few criteria as possible and use no more than the default settings.

Don't forget to include nearby states! If you live in New Jersey for example, only casting calls in New Jersey will show in your search so be sure to check off New York as well.

Hit the blue 'Search Castings' button to pull all of the available Casting Calls that fit the criteria you entered.

The list of castings will detail (in order):

- If you have 'Saved' a casting and the number of notes you've attached to the casting
- The date the casting was created and the date it expires
- The name of the casting
- The age range, gender and ethnicity of talent being sought
- The category of the casting (i.e. TV)

To view a casting, click on its name and the casting will appear in a pop-up window.

The top left portion of this pop-up will list the casting details. This is information about the casting including background, specific requirements, available roles, audition dates, production locations, etc. The top right of this pop-up will list audition and production dates and locations as well as pay rate, union affiliations, etc.



The bottom portion of this pop-up allows you to enter any notes and/or save the casting. To add any notes to remind you of the casting later, type into the box marked 'Add a Note' and hit 'Add Note'. You can save the casting to your favorites simply by clicking the blue 'Save to My Castings' link.

APPLYING TO CASTING CALLS

You can submit yourself to a casting by following the instructions in the casting description. Typically the description will include an email address of where you should send your information.

Compose a new email from your personal email account and include whatever information is required/requested in the description.

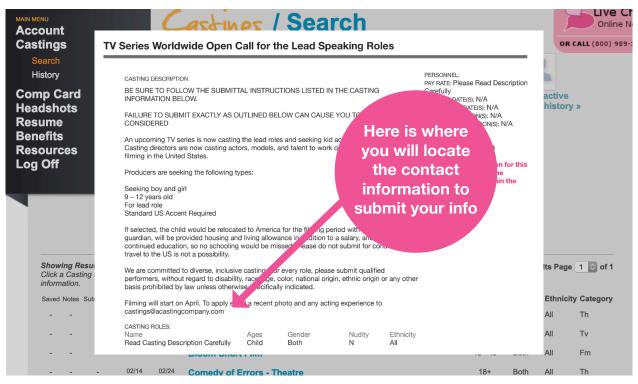
Double check that your email has all of the requested information before you send it. If you find that you forgot to include something, send a new email with all of the requested information. Do not send an email with only the information you forgot to include.

If the casting states the subject line should read a certain way, be sure to make the subject line what the Casting Director has requested.

Every submission should include current and clear photos along with your contact information.

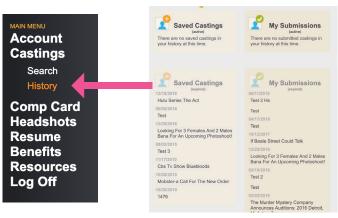
For open Casting Calls or auditions, the details will contain a date, location and time of the audition.

In this case, you should attend if you fit the specifications.



HISTORY

This section allows you to see your Saved Castings, the castings you have automatically been matched to and the projects our Castings Department has submitted you for.





CASTING TIPS

There are a variety of Casting Calls. Casting calls and audition notices will be posted for you to apply to regularly. Our Talent & Client Services Department also aggressively seeks out opportunities for you and helps Casting Directors find talent for their projects. They will submit you out to any project you fit the criteria for but keep in mind that these are usually not the same casting notices that are posted online.

Read the Casting Description thoroughly! There are important details, requirements and specific information that is requested in each casting notice. The information will include how to apply, what they are looking for, days you need to be available and any qualifications needed. Not taking these details seriously could cause you to lose out on that job! (Double check that your submission contains all of the requested information before you send it.)

On Submitting to Castings and Auditioning

Depending on the submission instructions, you may need to apply by email, by submitting your Comp Card or Headshot and Resume.

Submitting by Email: If a casting email address is present in the description, you should send the client an email from your personal account and attach any requested photos and information. In the body of the email include any details the Casting Director has requested. Pay attention to the details and double check all requested information is included before you submit it.

Submitting by Emailing a Comp Card or Headshot/Resume: If the client is not asking for specific types of photos, you can apply by emailing your Comp Card or Headshot/Resume from the Nine9 website. To do this, simply go to Comp Card or Headshots and click email.*

*Be sure to change the email subject line to what the client stated it should be in the casting description. If they did not state to make the subject line something specific, use the name of the project. Make sure to include your full name, email address and phone number. Submit right away! Delaying your interest may cause you to lose out on an audition!

Open Call Auditions: If a Casting Call has a date, time and location of the audition, this typically means the client is holding an open Casting Call and anyone who fits the criteria may attend. If the casting states it is by appointment only and also contains an email address, you should email the client requesting an appointment time, otherwise you may just attend the audition at the date and time provided in the casting notice.

Be on time. Never show up late but plan on arriving no more than 15 minutes early. If you are running late, be sure to let the client know right away.

NEVER No Call/ No Show to an audition or booking. If you are confirmed for an audition or booking and you have an emergency contact the client ASAP to let them know. If you No Call/No Show that will hurt your chances of working with that client in the future.

Act professionally. It's equally important that you enter each opportunity displaying the best representation of both yourself and Nine9.

Be patient. When going to an audition expect that you will have to wait.

Modeling audition Always bring your printed Nine9 Comp Card with you to leave with the Casting Director (and your portfolio to show if you have one). If the client has not requested specific audition attire, dress casual but don't wear anything too baggy so they can see your body type. For women: wear skinny jeans, tank top or fitted t-shirt and heels with natural makeup. For men: wear form fitting jeans and a fitted tee or button down - no large logos or patterns and nice shoes or sneakers.

Acting audition Bring your Headshot and Resume to the audition to leave with the Casting Director. Dress casually but fashionable, unless otherwise instructed.

You are in charge of personal changes to your profile. Make sure your personal information is correct and up to date when you log in to your account! Take notice of your listed contact information, height, age, gender, measurements, photos, resume, etc. and make corrections as needed. If you need to update your phone number or email address, change it in your 'Account Settings' right away.

Be confident. When going to an audition, remember the Casting Directors are always rooting for you! Nobody is looking for you to do poorly.

Keep on your craft. We offer free workshops to our talent, which include industry classes, Meet & Greets and more which help you build up your skill levels. Take advantage of these training opportunities- they make a big difference in building confidence, understanding and networking.

For Comp Card Photos and Snapshots

Be mindful of what to wear in your photos. No coats, sunglasses or inappropriate clothing such as profanity, stains or just undergarments (unless specific to that shoot or project). You should not wear anything that has strong patterns or distracting jewelry. You don't want to wear anything that will take away from your face. No Selfies. We can't send your information to any Casting Directors if it's a photo of you in a mirror, filtered, overedited or cropped in a way that they can't see your whole head or body.

No group shots. The only exception is twins or multiples. You may have a group shot added to your profile but the photos should be primarily of yourself. No group selfies, no class photos and no family portraits. Make sure your photos are appropriate. They are going to be seen by clients, Casting Directors, managers and agents. No alcohol or smoking of any kind should be in your photos; no nudity and no covering or hiding your face *(the only exception is for a specific advertisement or editorial)*.

Check your work when uploading. If a picture is meant to be vertical but uploads horizontally, it will cut you off. Make sure you fix the rotation on your computer and re-upload. Headshot photos should be 520 x 692 and Comp Card photos should be 300 x 450.

COMP CARD

You can upload up to ten photos which will appear on your Comp Card. You should use photos which you are comfortable with, accurately portray your correct appearance and have permission to use. You should update your photos as your look changes.

PHOTOS

This section allows you to determine which photos to choose and the order as they will appear on your Comp Card.

To add photos, click 'Upload Photos'. Then select photos saved on your computer by clicking 'Add Files'. Once you have selected photos you want, hit 'Start Upload'. You can upload more than one photo at a time.

*DO NOT UPLOAD PHOTOS WITH FILTERS, SELFIES OR GROUP SHOTS.

After uploading, you'll need to determine your 'Headshot' by simply clicking the circle next to that picture under the 'HS' column. This will be the first image shown in our talent search; it's recommended that this be a very clear picture from the shoulders up.



Once you find the perfect Headshot, move that photo to the top so it is the first photo that appears on your Comp Card. You can change the display order of your photos by clicking the arrows under the 'Order' heading.

To 'Delete' a photo from your Comp Card, simply click the red X located next to that picture.

POLAROIDS

This section allows you to upload Polaroids and edit the order as they will appear on your Comp Card.

Note: Polaroids are only needed for high-fashion models and typically taken at your local office.

Polaroids are uploaded and setup the same way as your Comp Card photos. Please refer to the following "Setup" section for the photo uploading and setup instructions. *Please do not use this section for anything other than Polaroids.

SETUP

This will allow you to setup the photos as you want them to appear on your Comp Card.

The first thing is to select your Headshot as this will be the primary photo. This photo should be clear and give a good representation of your look. To

and give a good representation of your look. To choose your Headshot, click the photo you want to use from the two Headshots you have uploaded.

Step 1: Choose Primary Photo

Click an image to select a photo or headshot from your portfolio as the primary image on your Comp Card. You are encouraged to use a headshot as the primary image.

Account Castings

Comp Card
Photos
Polaroids

Headshots Resume

Benefits Resources

Log Off

Print/Download

You will then be directed to choose four more photos. **Do not choose the photo used as your Headshot as these photos will appear alongside your Headshot.** The photos should offer a variety of looks and include a few full body shots. Once you have selected four photos click 'Continue' at the top of the page.

The next page will prompt you to enter the contact information that will appear on your Comp Card. The Talent & Client Services Department contact is the default. If you prefer, you can input your email and phone number instead. Do not include your name as it will already appear. Click 'Create Comp Card'.

After clicking 'Create Comp Card' you will automatically be redirected to the 'Print/Download' page.

PRINT / DOWNLOAD

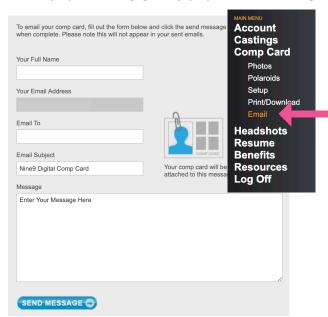
This section will allow you to print and download your newly setup Comp Card.

If you choose to change the layout, it will redirect you to the 'Setup' page. Click the link to download your Comp Card and it will open as a .pdf file. If you are not satisfied with your Comp Card, go back to the 'Setup' page and make any changes then download it again. Once you have created a Comp Card you are satisfied with, print it by clicking on the 'Print' tab.

Note: We recommended using a high quality, photo stock paper. Using glossy paper is discouraged.

EMAIL

Your name, email and subject line are already completed but can be changed if needed. Your Comp Card is already attached. You will need to complete the 'Email To' box. In the 'Message' box you should include an introduction message and any information the Casting Director requires. Once you have it set as you want, simply click the 'Send Message' button and away it goes!



HEADSHOTS

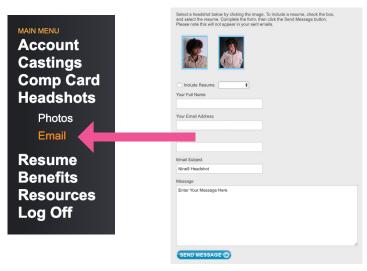
Go to Headshots > Photos section. You will choose two photos one of which will appear as your main photo on your Comp Card. Your Headshot is the only image shown when someone views your Headshot and Resume. It is recommended that this be a very clear picture that is from your shoulders up and what you consider to be the 'best' one of yourself.

To add photos, click 'Upload Photos'. Then select photos saved on your computer by clicking 'Add Files'. Once you have selected photos you want, hit 'Start Upload'. You will be redirected to 'Manage Headshots' to determine the order and the primary headshot used.

You can change the display order of your photos by clicking the arrows under the 'Order' heading. To 'Delete' a photo from the Headshots section, simply click the red X located next to that picture.



Just as you can email your Comp Card, you can also email your Headshot and Resume. To do so, go to Headshots > Email. If you want to include your Resume with your submission, check the box next to 'Include Resume' and select which Resume you would like to send. Type in the email address of the person you would like to send your Headshot and Resume to along with a message and click 'Send Message'.



RESUME

Add a Resume to include with your Headshot. Resumes are acting related and should only include experience in that field.

BUILDER

Enter the name in the 'New Resume Name' box and hit 'Add'. Click 'Ok' on the pop-up asking if you would like to edit the Resume. The header which appears on the Resume is shown with your information already set as the default. The header should contain your name, union status and contact information which can be updated by simply clicking on the text.

Your footer should contain your special skills including any languages you are fluent in (besides English). Type 'Skills:' in the Resume Footer box and list your skills separated by comas. Example: Skills: Basketball, Football, Horseback Riding, Ballet, Tap

Click 'Save Header' or 'Save Footer' after any updates are made.

To add experience, use the middle 'Resume Items' section.

To add experience, first select the category of the experience (i.e. – Theatre) from the drop down menu. Upon selecting a category, three boxes will appear asking for:

- Project Title The name of the production, play, film, show, etc. that you were a part of
- Character/Role The name or brief description of the character or role you played
- Production Co. The name of the company which produced, put on or held the experience
- Year A drop-down menu that gives when the project filmed

After entering information for all three boxes and selecting the year the production took place, hit 'Add'. You will receive confirmation that the item has been added to the Resume. Be sure to add new items as new experiences are gained!

You can delete any items from your Resume by clicking the red X under the 'Delete' column in the 'Resume Items' section.

The top section 'Resume Management' allows you to edit, remove or set as default any Resumes you have created. Select a Resume from the drop-down box on the far left to update your Resume as needed.

PRINT / DOWNLOAD

A list of all the Resumes you have saved will appear. Your default Resume is marked with a check (√). Click 'Print/Download' next to the Resume you want to print or download.

RESOURCES

These resources are designed to help you learn more about the industry and industry terms.

GETTING STARTED	To get started, watch these videos as our talent walk you through various sections of your account such as editing your information and setting up your Comp Card.
FAQ	Have a question? We have an answer! With this section, you'll be able to find answers to the many frequently asked questions coming from models and actors in the industry.
MODEL & ACTOR'S GUIDE	'The Model and Actor's Guide' is a comprehensive guide to getting a jump-start in the acting and modeling industry. The first step to success is to study up on the industry, and what it takes to get involved. To download, simply click 'Download the Model and Actor's Guide'. Note: If you are having trouble downloading the Model & Actor's Guide, your computer may not have Adobe Reader. Click on the 'Get Adobe Reader' logo to download the program.
WRITING A COVER LETTER	A properly written cover letter carries a lot of weight. You want to make sure you are including all of the information the Casting Director requested. Not following instructions could cause your submission to be deleted. This section will help guide you on what to write in your submissions.
HELP DESK	If you have a question that hasn't been answered yet, you can contact us by sending a message through the 'Help Desk' section. Your name, phone and email are already completed but can be changed if needed. In the 'Message' box, you'll thoroughly list any questions and/or concerns in detail. Simply click the send button and away it goes!
17 & YOUNGER	If you have a child under the age of 18 years old please check with your state's Department of Labor to find out how to obtain an entertainment work permit.

NOTE: Please take notice of the "Help" button located at the top-right corner of each page. This button will provide assistance in reference to the specific page and/or section you're in. For additional help, please refer to Resources > Help Desk or email angie@nine9.com. A Nine9 representative will get back to you within 24 hours.

IF YOU NEED ADDITIONAL ASSISTANCE, you can reach Talent & Client Services by phone at 248-220-6531 or by email at talentservices@nine9.com. Our Talent & Client Services Department is available Monday thru Friday from 9:00AM – 6:00PM EST.



EVENTS

ABOUT

Nine9 hosts weekly Virtual Workshops. Through these events we provide training, instruction, information and networking opportunities to our talent. At each Event we bring in an industry professional to host and educate on a wide range of topics from modeling and acting classes to vocal, makeup and nutrition courses. While these types of workshops and trainings typically cost hundreds or thousands of dollars, they are included at no cost to our talent. These Events are designed to help talent build their skills and knowledge as well as gain valuable training they can add to their resume.

BENEFITS

Training is an essential part of being successful in any industry. Because our Events are focused on other industry related fields as well as modeling and acting, our talent are able to expand their skills and knowledge in additional areas. Some of the benefits of attending an Event include:

- Knowledge, training and techniques gained will help you to develop in your career and in your everyday life
- Build your industry resume
- Be better prepared for auditions, bookings and other opportunities
- Help you gain confidence

Examples of past workshops include:

Audition Preparation & First Impressions Workshop - Hosted by Drama Coach Rima Lynn Xiques Scene Study - Hosted by Casting Director Katrina Cook Children's Acting Workshop - Hosted by Harold J Trotter Landing the Audition- Musicals and Plays - Hosted by Khylel Roberson

ATTENDING

Events are held online., typically on the Zoom platform and last between 30 to 90 minutes. Talent are notified via the Welcome section in their account and by email of upcoming Events. Talent should register with the link given for each workshop. Spots may be limited.

After attending an Event, talent can email EVENTS@NINE9.com with any feedback or questions regarding the specific Event.