

Meetings with Talents

1. Zoom (or Skype) Meeting ONLY!
2. Email the “Schedule of Fees” AND “Exclusive Contract” to the talents and have them print them prior to the meeting. Don’t let them sign yet.
3. Start the Zoom Meeting (30min is sufficient. Avg.10-15min but it depends)
4. Make sure to video RECORD the meeting. Without it, the contract may not be approved.
5. You will be leading the meeting, NOT talents.
6. Start asking them questions that you want to ask. Could be their background, experience, characters that they play, and even monologue and cold read.
7. Answer whatever questions they want to ask you. If you are not sure about the answer, simply tell them that you will double check and reach out to them in a couple days.
8. Have them sign the contract in the Zoom Meeting.
9. End the meeting.
10. Share the recorded meeting video on Google Drive with *fairyforestagency@gmail.com*

After that, you and talents need to follow the “Talent Check List”