

Next Steps!

1. You will be given a Company Email Address (~@FairyForestAgency.com)
 1. Please familiarize yourself with the webmail.
2. You will be added to Casting Frontier.
 1. Once you are added to the Fairy Forest Account on Casting Frontier, you will be receiving emails from Casting Directors with Login Info. Please call a number in the email and schedule an appointment with Casting Frontier Representative for a 30min. orientation to walk through how to use this website/marketing tool.
3. Listen to the audio file from one of our agents
 1. This gives you how you deal with your talents
 2. Strong advise for new agents
4. Start reaching out the talents on Casting Frontier.
 1. Start with thinking of 20 characters from any films and make a list.
 2. Write down descriptions for each character, enter them into the filter.
 1. Gender (must be 18 or over)
 2. Age Range
 3. Body Type
 4. Union Status (Non-Union/SAG-E ONLY)
 5. Hair, tattoo, skills, and other filters
 3. Click approximately 15 people under the filter and send a bulk message.
 1. The template of the email is:
 1. *Hi, this is Kevin from Fairy Forest Agency. I'm currently seeking for a following talent to be added to my roster:*
 - Male Gender
 - Age range of 21-26
 - Average-Muscular Body Type
 - Non-Union & SAG-E Union Status
 - Short-Medium Hair

The talent has to be dedicated to his acting career, willing/able to go to every single audition regardless of the date and place.

Please get back to me to schedule a quick meet & greet if you are interested. Thank you.

*[your name]
Theatrical Agent
Fairy Forest Agency*

[phone number]
[email address]
<https://fairyforestagency.com>
6715 Hollywood Blvd., Los Angeles, CA 90028

**Feel to change it around, it is just a template. Schedule a quick meet & greet, talk on the phone for 5-10min. to get to know each other. If you like them, let them know that you would like to schedule a zoom meeting for potential representation.*

5. Schedule a Zoom Meeting
 1. Email and have them print the “Schedule of Fees” AND “Exclusive Contract”, prior to the meeting.
 2. Have a meeting with the talents, record the meeting, have them sign the contract in front of you.
 3. *If they don’t sign (“I need more time to think about it” etc.), you will not be contacting them after, forget about them. We don’t need talents who are indecisive. They cannot do that for auditions and gigs you book for them. If they get back to you, it is up to you to represent the talent or not.

6. After that, share the recorded video of the meeting with fairyforestagency@gmail.com via Google Drive and follow “*Talent Checklist*”

Your orientation will be done once you complete all of the above and represent a total of 20 talents. Until then, please fill out the google form and submit it Every Wednesday and Saturday. This will be used for training purposes and also to assist you when you are not moving forward in the orientation. The biggest mistake that several agents made is that they simply did not contact talents. Up on completion, you will be receiving the hiring bonus. You will no longer need to fill out the google form and if you would like to change the numbers on contract such as terms and percentages, feel free to request a new form. Grow your roster to 40 if possible so that you income will be stable. Replace talents with better quality ones and aim for 60 talents total with talented actors.

Welcome Aboard!