



Welcome to Castle Hill Enterprises!

The following are 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.
- If you decide to change your representation, please notify us.
- Photos must be current.
- Resume must be current. You can download our logo from our website (www.castlehillagency.com)
- Update your online resume and your hard copy.
- ALWAYS CALL TO CONFIRM AUDITIONS OR CONFIRM ONLINE when a message is left on your voicemail, email, with your significant other, etc.
- If you are going to be late for an audition, call us.
- If you are going to be unavailable (going out of town, car in shop, surgery, black eye, etc.) notify us a least one week in advance (except in the case of an emergency).
- Your current photo and resume must be online with :
 - Breakdown Services/Actors Access (310.276.9166)
 - LA Casting/Casting Network (323.462.8200)
 - Casting Frontier (323.300.6129)
 - TPN/The People Network (310.935.3113)
- If you have a reel, it is essential that you post it on the above sites.
- Please complete profiles on all sites. Links to these sites can be found on our website. Check out iActor (SAG members) and Players Directory (310.247.3058, playersdirectory.com)

Be proactive in your career. Do publicity (general mailings, thank you notes to CD's after readings/bookings), call CD's for general interviews, CD workshops, give us your leads to follow up on. **If you book a paying job on your own (such as through Actors Access) it is still your responsibility to pay the agency 10%. Always list us as your contact so we can negotiate.**

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