

STAGEBOX MANAGEMENT

WELCOME PACK

2022-23



WELCOME TO STAGEBOX MANAGEMENT: THE PROFESSIONAL ENTERTAINMENT INDUSTRY AND BEYOND

Hello! We warmly welcome you to Stagebox Management.

Please read through the information pack to discover more.

We'll be on hand at every stage of your child's journey to ensure you're guided through the professional industry and beyond.



EXCLUSIVE. BESPOKE.

We nurture and build talent for leading film, television, theatre, musical theatre and commercial projects. Stagebox Management is regarded as one of the UK's leading talent managements. Stagebox Management exclusively represents Stagebox members. Stagebox provides world class training which prepares our clients for the top level of the industry. We believe that every member and their family should be well known to us for holistic representation. We assign the right manager for every stage of the journey.

ESTABLISHED

Our established talent division offers bespoke industry representation. Established artists benefit from the smallest client list in the sector, personal management and career curation.

EMERGING

Our emerging talent division offers industry representation. Emerging artists benefit from personal management by our experienced team, and an unparalleled springboard into the industry.



CO-REPRESENTATIONS.

We work in tandem with our partners in America to provide extraordinary opportunities for our client roster. All our clients benefit from our transatlantic relationships and reputation in the industry. Each year we host and facilitate a graduate springboard for members up until 21 years old. We believe in every stage of the journey and once a member becomes alumni at 18 years old, we continue to champion, guide and support to ensure long term success.

CARING. NURTURING.

We pride ourselves on our strong client relationships. We are here to guide you and your child through the process of auditions and professional work. We believe that managers and parents are part of the same team. We attend and support every professional client production and we are always at the end of a phone throughout to support you during your child's professional journey with us. We have track record with thousands of success stories- your child is in very safe hands with our experienced and dedicated team and we are so delighted you've chosen us.

MANAGEMENT FAQS: HOW DOES IT WORK?

Q. How often will I hear from Stagebox Management?

We work to secure our clients the very best opportunities. It is in our interest to secure your child professional work and we want to see them succeed.

We suggest our clients for every project they fit the casting criteria for. The number of self tapes or auditions depends on many factors. No manager can guarantee auditions but we can guarantee that we work to ensure you secure every opportunity out there and that if there is a role your child is right for then we are advocating for them.

Casting directors follow criteria and casting teams call in whoever they feel is right for each project. We have strong working relationships with casting teams, producers, production companies and industry professionals worldwide.

Hard work and patience is key. We work on the basis of mutual respect and our clients trust our industry reputation, that we work hard for them and will always submit them for roles that they fit the casting brief for. We want to see each individual thrive and we put our clients at the heart of all we do.

Q. What does a manager do for their clients day to day?

Our team works from our London office year round at the prestigious Television Centre, White City.

As managers, our role is to secure and negotiate contracts and to protect your child's wellbeing in the industry. This includes checking the legitimacy of each casting and/or production and ensuring child licensing is followed (this is a legal requirement). We also pride ourselves on client care and nurturing children and parents throughout the journey.

Q. Which list is my child on - emerging or established?

We work as a management team and your child will be assigned the right managers who are right for their stage of the journey.

Q. What is a masterclass meet? (NEW from August 2022 onwards)

We may invite your child to attend a “masterclass meet” with top level casting directors and industry experts. We gift these to our members free of charge to provide further exceptional opportunities and networks. This will also give your child the chance to practice their audition skills in an informal, friendly environment with the support of Stagebox.

Q. What does my home address and a base address mean? Will I be disadvantaged if I don't live in London or have a base elsewhere?

We seek regional, national and international opportunities for all our clients regardless of home location. We are proud to represent clients from across the UK and abroad. We are renowned for our work representing clients from all regions. Our clients work worldwide, therefore living in London or having a London base is absolutely not a requirement to professional work. We just ask that clients are open and honest with us about their family set up so we can support every child.

If you live outside of London but have a genuine base within an hour of London (for example a genuine family property you could stay at for lengthy periods of time) please let us know on your client information form or via email.

There are some projects that require children to live within an hour of London due to production budgets and/or licensing requirements. This is because children have to attend their own schools for licensing by law for a minimum of 15 hours per week. Child licensing is required until a child leaves full time education. On some productions, they will accommodate and educate children.

CONTACTING MY MANAGER

Q. I need to ask Stagebox Management a question regarding an audition or about my child. What's the easiest way to do this?

Please send us an email. We spend a lot of our day on calls with casting directors discussing our clients or in meetings furthering our clients' opportunities so sending an email is the fastest way to reach us. We will of course always call you if we need to speak on the phone or if you need to request a discussion with your manager please do reach out. Our door is always open and we love talking to our clients' parents regularly to ensure great communication!

Email us on management@stagebox.uk and we will come back to you as soon as we can.

AUDITIONING AND SELF TAPING

Q- What is a self tape?

A self tape is a digital audition rather than an in person audition. Please find a guide on how best to self tape on camera. Self tape opportunities are equally important as in the room and many casting directors also cast straight off self tape.

Q. How much notice do you get to self tape or attend castings?

It is very normal in the industry for auditions to be at short notice. This is due to the pace at which the industry works and is not something we can set.

Q. Will I hear back after an audition and can I get feedback from an audition?

You will normally only hear back if you are recalled, pencilled (which means you're on hold) or book the job. If we hear anything from casting we will always let our clients know. Sometimes it can take many weeks (or months) so our best advice is to do your best and put it to the back of your mind. Casting may provide feedback if a client has done numerous auditions but it is more common that they cannot give feedback. If we ever receive feedback we will always pass it straight on.

Q. How long does it take to book professional work?

This depends on so many factors! It's a marathon not a sprint- whether you book your first audition or you spend many years working on your craft before your first professional success we will always be here to champion you! Perseverance, positivity, focus and commitment go a long way towards your child's success in the long run. Some of our biggest success stories come from our loyal clients who work for years to achieve their dreams.

If you want to see results, we advise taking every audition opportunity. They are fantastic learning experiences even if your child does not book the role.

Q. What should my child wear to auditions?

Your manager will advise you on this. It will depend on each audition. We're here to guide you.

Q. My child hasn't been called in for a project or role and others have. Why is this?

It is up to the casting director who they wish to see. Whilst we will always suggest every client who falls in criteria, casting directors may have a very specific brief to follow. Sometimes casting are looking at previous credits, training or a specific look. Some children may also be known to the casting team from years of auditioning or a role they've been seen playing.

Casting directors go to known and reputable contacts with a strong track record so rest assured your child is already in the best place to secure an opportunity. Your child won't get called in for every role they are suggested for but we also will not waste your time with self tape auditions or auditions that your child does not fit the criteria for or where they have not been requested by casting. Please know that we will always push hard for your child to be seen for roles that they fit the brief for.

Q. My child is tall. Does this mean they won't get any professional work?

No - many musical productions traditionally require children to be under 5ft however, there are musical productions that also look for teenagers or young adults too. Film and television opportunities look at playing age which is how old children look or feel rather than their actual age or height. With our representation, your child will be suggested for everything that they fit the casting criteria for and we have had countless breakthrough success stories from children, teenagers and young adults!

Q. My child has received a self tape or audition for a role younger or older than them. What does this mean?

Your child has been suggested and the casting team wants to see them. Trust your managers years of experience and relationship with the casting director. Often casting teams work on playing age rather than actual age- trust that we know your child and their castability.

Q. What happens in the audition room?

The Casting Director or the creative team will be looking forward to meeting you. If possible, we suggest that you are 'off book'. This means you are fully prepared and you know the material so you can perform in the room. Do your research on the character & project. Be prepared to discuss ideas and thoughts on the character & material if asked. The team may also be looking at how you take direction in the room. Try to relax so you can enjoy the experience and show casting who you are and what you can bring to the role.

Q. What should my child sing for musical auditions?

We prepare repertoire with your child at Stagebox. If your child needs more support with this we recommend the Stagebox weekly musical theatre add on as they have the opportunity to work on vocal technique, vocal repertoire, dance technique and industry coaching.

Q. How do I self tape - I'm finding it difficult?

Please read our guides contained within this pack to provide initial self tape support for your child's self tape set up. If your child needs support with self taping and screen acting we recommend the Stagebox weekly online acting for screen add on. This means they will have weekly dialect coaching (all accents), self tape coaching and support from our leading bespoke screen programme taught by our Hollywood studio partners.

Q. My child regularly participates in dance competitions and amateur productions. Will they be able to continue to do this or what will happen if they have an audition or role?

We strongly support our clients in all their endeavours and whatever brings them joy. We support dance training however, once a child is signed to Stagebox Management we expect that auditions and professional job offers will take priority over local or amateur commitments & dance competitions. By the time you receive a self tape opportunity our team will have spent hours discussing, championing or working on each project. We rely strongly on our excellent relationships with casting directors. We require our clients to want to engage in professional opportunities and to be ready at short notice for any opportunities that arise.

Q. I've got my job offer! Can I shout about it on social media?

Not yet! As hard as it is to keep a hugely exciting offer a secret, production companies have strict confidentiality policies around casting announcements. Please wait for Stagebox to announce on our social media channels first, which our management and PR team will do once we have the go-ahead from Production. Then you can share away! Our dedicated PR team will also deal with all press matters for your child and the projects they work on. Any press that contacts you directly must be directed to Stagebox Management.

Q. Can we turn down a self tape or audition?

We strongly encourage you to take every opportunity you receive. We understand there will be times when it is not possible for your child to tape or audition due to educational or personal circumstances. Please communicate with us and we will support you to see if we can get you a self tape extension or offer advice.

Q. How do I take the stress out of self taping?

Encourage your child that their best is good enough and that the joy of a self tape is that they can re-tape if it doesn't go to plan. Enjoy finding each character and treat every self tape as a new opportunity and chance. If your child needs more support with this we recommend the Stagebox weekly online acting for screen add on. This means they will have weekly dialect coaching (designed for all accents), self tape coaching and support from our leading bespoke screen programme taught by our Hollywood studio partners.

Q. How to deal with a 'no' or disappointment from an audition?

We understand that it can be disappointing and we are here for you. Remember there will be more opportunities around the corner. Keep going, find love in the craft of what you are doing. "Rejection is redirection"- whatever is meant to be won't pass your child by and it is all part of the learning process and experience.

Q. Who can take my child to an audition or a job if they book work?

Any responsible adult can take your child to audition. If you are busy with work or family life you can always send a professional, licensed chaperone to attend with your child and you can ask us for a recommendation.

Q. How long will an audition be?

Every audition is different and each audition is a new experience. You will either be given a specific audition time or your child could sometimes be with the team all day in a workshop. Please read your audition invite and be prepared to change plans if required. We always recommend that travel is refundable or flexible so that if plans change you can plan accordingly.

Q. Do production companies pay for audition travel?

Usually travel to auditions is at a parents own expense unless we advise you otherwise with your audition or recall invite.

Q. What should I do at open auditions or while I'm in the waiting room?

Take something quiet for you and your child to do so that you can stay busy when you're not in the audition room. Stay calm, focussed and enjoy the experience for what it is. If you have any questions please ask Stagebox Management- we will advise you on next steps, outcomes and can speak to the team if you need us to pass anything on. Our parents and guardians also have a fantastic reputation in the industry of being professional and great to work with.

MANAGEMENT FAQS : GUIDES

We've put together some helpful guides and optional accessories that may help with your self tapes! We recommend tapes can be filmed on an iPhone with a tripod of your choice.

Self Tape Guide:

CDG SELFTAPE GUIDE

Optional kit suggestions for your self tapes:

LED RING LIGHT

BACKDROP

CO-REPRESENTATIONS & FURTHER EDUCATION ADVICE

Q. Do you offer further education advice for 18+?

At Stagebox Management, we offer a bespoke service that includes client care and curation. Our aim isn't just to book your child roles, but to guide and advise them throughout their Stagebox journey in order to create a long lasting career for them in the performing arts should they choose this. We discuss career progression for our clients of all ages, and when a client reaches 18 years old and is ready to leave, we will advise on next steps e.g. drama colleges, adult agents etc. We facilitate official handovers to top adult managements where clients have major credits under their belt or where we feel this will benefit an individual.

Q. I've heard about your American co-representations. What does this mean and how can my child have this?

We work in tandem with our partners in America to provide extraordinary opportunities for our client roster. All our clients benefit from our transatlantic relationships and reputation in the industry.

As part of our established client management, we will always discuss American co-representation with parents when we feel the time is right and your child would be ready and benefit from this step. We facilitate and negotiate this on your behalf and we always discuss in detail to ensure it is the right partnership.

MANAGEMENT FAQs : GENERAL QUESTIONS

Q. What is 'Spotlight'?

Spotlight is the industry's casting portal and it is required as industry standard. Your child will have an individual page accessed only by reputable industry professionals. We manage your child's Spotlight page- we just ask you to regularly update their height and any relevant new skills.

Q. What is Tagmin?

Tagmin is an industry organiser. We will invite you via email to 'Tagmin' to log holiday days, upload self tapes and for invoicing related administration for jobs booked. We really appreciate your support in strong communication and housekeeping so we can focus on your child.

When filling in bank details please note we must have both of these:

- 'Bank Account 1' is for the Child's Bank info. Children must have a designated bank account by law for any funds earned from work.
- 'Bank Account 2' is for the Adult's bank info. This may be required for expenses payments from some productions.

Q. How does payment work if my child books a job?

Production companies will pay us as your manager, and our accounts department will pay your child in our weekly pay run. You will also receive a remittance advice slip for your records. Please rest assured that if a payment needs chasing on from production, we will do this on your behalf. Your child can only be paid once we have received the payment from production. As an Agency, we take industry standard 20% commission on all work. All children must have their own bank account in their own name to receive their funds.

Q. Are there any costs to be part of Stagebox Management?

No. Professional headshots and a Spotlight membership are a requirement for every actor in the professional industry. Stagebox Management charges industry standard commission as per your Stagebox Management contract.

Q. What should my child wear for headshots?

Children should wear their own clothes without any branding or distracting patterns. Please take a variety of styles and colours that suit your child's personality. Please don't dress children to play a part. Please style your child's hair naturally and take hair bobbles, grips etc to style hair in a range of styles if required. We advise against distracting hair accessories and bows. Your child should always look their own age unless they can play down. Please avoid all make up- unless for teenagers where it can be natural to complement features. To get some inspiration, you can head to our social media to see example headshots of our amazing clients.

Q. Can I choose any headshot photographer?

We have our recommended headshot photographers and we require photographs to be taken by them.

Q. Who chooses my child's headshot?

Our team carefully chooses every client's headshots to ensure they represent them for the industry and give them the best chance of success.

Q. My child has been offered a role. What happens next?

Your child has booked their theatre, television or film role! As soon as the official offer has been accepted, over the coming days/weeks, contracts, schedules and full details will follow. You will be supported on this by your manager who will advise you on all things to prepare as soon as we have these details from production.

Q. We live outside of the UK. What does this mean?

We will follow the legalities of work for young people in your country. We will suggest you for any work that is possible for you.

Q. Does my child need a passport?

Yes. We'd strongly advise your child has an up to date passport so they're ready to go for International work.

Q. Does my child need a Covid vaccination for professional work?

We will always advise you on the requirements of each production. We respect each parent and families decision on this.

Q. What happens to my child's Stagebox training when they are in professional work?

We advise children to continue to attend Stagebox training wherever possible around their professional schedule. It is the Stagebox training that sets up members with a lifetime of networks and skills.

However, where a member gains a professional contract that is 3 months or more and their contract dates directly impact Stagebox training, we will write to confirm that we can pause their membership.

This means that their place will be held whilst they are in work and you will not be required to pay for any training not received. Our pledge to our clients is that they are at the heart of what we do and this is something we are incredibly proud to offer as we work with Stagebox training to provide the best in the industry.

STAGEBOX

Thank you for reading! We hope this booklet has been helpful in explaining and outlining the way our collaboration together will work! As always we have an open door policy and should you wish to discuss anything further please email us at

management@stagebox.uk

STAGEBOX

TERMS & CONDITIONS, CODE OF CONDUCT AND PRIVACY POLICY

STAGEBOX TERMS & CONDITIONS

STAGEBOX CODE OF CONDUCT

STAGEBOX PRIVACY POLICY