

# ACTING MEMBERSHIP



# MEMBERSHIP SUMMARY

30 weeks per academic year

Award-winning intensive acting training led by industry experts.

Acting coaching with our Hollywood coaching studio partners the Young Actors Space responsible for coaching alumni including Emma Stone, Shailene Woodley, Penn Badgley and more.

Acting coaching and mentorship from UK based casting mentors responsible for building technique and industry skillset required for lead talent. Casting preparation including self taping, emotional recall and character development.

Advanced accent coaching on all in demand accents + voice coaching with industry dialect experts.

Training is online and our members join us worldwide. We also have 3 in person masterclasses per year for maximum industry growth, networks and acceleration.

Led by the industry for the industry for young actors age 5-18 years old.



**TERM 1**

Acting for Screen Coaching

**All sessions take place on Wednesday evenings**

**13th September 2023**

**20th September 2023**

**27th September 2023**

**4th October 2023**

**11th October 2023**

**8th November 2023**

**15th November 2023**

**22nd November 2023**

**29th November 2023**

**6th December 2023**

## TERM 2

Acting for Screen Coaching

**All sessions take place on Wednesday evenings**

**10th January 2024**

**17th January 2024**

**24th January 2024**

**31st January 2024**

**7th February 2024**

**28th February 2024**

**6th March 2024**

**13th March 2024**

**20th March 2024**

**27th March 2024**

## TERM 3

Acting for Screen Coaching

**All sessions take place on Wednesday evenings**

**17th April 2024**

**24th April 2024**

**1st May 2024**

**8th May 2024**

**15th May 2024**

**22nd May 2024**

**5th June 2024**

**12th June 2024**

**19th June 2024**

**26th June 2024**



# IMPORTANT DATES FOR YOUR DIARY: MASTERCLASSES

Optional & included in your membership. Acting masterclasses led by the industry for the industry. Network and learn from key industry.

## SEPTEMBER

### VENUE

Old Diorama Arts Centre, 201  
Drummond Street, Regents  
Place, London, NW1 3FE

### DATE

Sat 30th September 2023

### MASTERCLASS

**9:45AM-1PM**

Shepperton, Paramount,  
Universal, Leavesden

**1:45PM-5PM**

Disney, Marvel, Elstree, Pinewood

## JANUARY

### VENUE

Old Diorama Arts Centre, 201  
Drummond Street, Regents  
Place, London, NW1 3FE

### DATE

Sat 6th January 2024

### MASTERCLASS

**9:45AM-1PM**

Shepperton, Paramount,  
Universal, Leavesden

**1:45PM-5PM**

Disney, Marvel, Elstree, Pinewood

## MAY

### VENUE

Old Diorama Arts Centre, 201  
Drummond Street, Regents  
Place, London, NW1 3FE

### DATE

Sat 4th May 2024

### MASTERCLASS

**9:45AM-1PM**

Shepperton, Paramount,  
Universal, Leavesden

**1:45PM-5PM**

Disney, Marvel, Elstree, Pinewood

# MASTERCLASSES

Be coached by and work with leading industry giants in the field. Previous masterclasses include working with casting teams and guests from Nina Gold, Lucy Bevan, Theo Park, Kate Rhodes James, Kate Bone, Kahleen Crawford, Danny Edwards & Andy Prior. These teams have been behind global hits including Star Wars, Cruella, Ted Lasso, Game of Thrones, Matilda, Paddington & The Crown to name a few.





# BEING PREPARED FOR THE STUDIO

## MATERIAL, RESEARCH AND INDUSTRY ETIQUETTE

[Click here to download and access my material](#)  
[Check back 1 week before the session](#)



1. Please access your material at the link above and ensure you have everything before every week for Acting
2. Please note we ask our members to be prepared and fully off book having learnt all scripts by the end of each 3 week block
3. Research your material to give you an industry understanding and professional edge.
4. Members should be in full immaculate uniform with hair neat and ready for an industry environment. Please see further guidance in this pack to ensure you're ready for our studios that mirror any professional film set or casting room.



# STAGEBOX ACTING FOR SCREEN ACCESS & UPLOADS

TIME: 5PM-7PM // AGE 5-12 YEARS OLD

Please note you'll receive your studio allocation by September 1st.

Studios are capped at a max of 25 per studio. Homework uploads take place after Week 3,  
6 and 9

## DISNEY

Zoom Meeting ID: 933 5388 9611

Zoom Passcode: 749523

[Self Tape Upload](#)

[Dialect Upload](#)

## MARVEL

Zoom Meeting ID: 937 7290 4445

Zoom Passcode: 238659

[Self Tape Upload](#)

[Dialect Upload](#)

## ELSTREE

Zoom Meeting ID: 965 7655 0598

Zoom Passcode: 550626

[Self Tape Upload](#)

[Dialect Upload](#)

## PINEWOOD

Zoom Meeting ID: 935 6458 2529

Zoom Passcode: 706279

[Self Tape Upload](#)

[Dialect Upload](#)

We ask that uploads are clearly labelled and include an ident.

We ask members to include name and class (acting or dialect) within their ident. Uploads take place after Week 3, 6 and 9

# STAGEBOX ACTING FOR SCREEN ACCESS & UPLOADS

**TIME: 7PM-9PM // AGE 13-18 YEARS OLD**

Please note you'll receive your studio allocation by September 1st.

Studios are capped at a max of 25 per studio. Homework uploads take place after Week 3, 6 and 9

## SHEPPERTON

Zoom Meeting ID: 917 7773 5685

Zoom Passcode: 725127

[Self Tape Upload](#)

[Dialect Upload](#)

## PARAMOUNT

Zoom Meeting ID: 957 5403 2913

Zoom Passcode: 438646

[Self Tape Upload](#)

[Dialect Upload](#)

## UNIVERSAL

Zoom Meeting ID: 993 7938 5520

Zoom Passcode: 292232

[Self Tape Upload](#)

[Dialect Upload](#)

## LEAVESDEN

Zoom Meeting ID: 965 4767 2345

Zoom Passcode: 622629

[Self Tape Upload](#)

[Dialect Upload](#)

We ask that uploads are clearly labelled and include an ident

We ask members to include name and class (acting or dialect) within their ident. Uploads take place after Week 3, 6 and 9

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# SCRIPT AND DIALECT OVERVIEW

WEEK 1- SCRIPT 1 / DIALECT 1

WEEK 2- SCRIPT 1 / DIALECT 1

WEEK 3- SCRIPT 1 / DIALECT 1

## **SCRIPT 1 AND DIALECT 1 TAPE AND UPLOAD**

WEEK 4- SCRIPT 2 / DIALECT 2

WEEK 5- SCRIPT 2 / DIALECT 2

WEEK 6- SCRIPT 2 / DIALECT 2

## **SCRIPT 2 AND DIALECT 2 TAPE AND UPLOAD**

WEEK 7- SCRIPT 3 / DIALECT 3

WEEK 8- SCRIPT 3 / DIALECT 3

WEEK 9- SCRIPT 3 / DIALECT 3

## **SCRIPT 3 AND DIALECT 3 TAPE AND UPLOAD**

WEEK 10- PRESENTATION WITH YOUNG ACTORS STUDIO ON ALL MATERIAL

We encourage excellence and independent learning. Please be off book with each script and come to class prepared. Please always have scripts ready to refer to for class with coaches.



# STAGEBOX MANAGEMENT

Stagebox Management nurtures and builds talent for leading film, television, theatre, musical theatre and commercial projects. Stagebox Management are proud to solely represent Stagebox members. Stagebox provides world class training which prepares our clients for the top level of the industry.

Managers are assigned at each stage of the client journey from newcomer to established artist. The team works from its London headquarters at the Television Centre in White City where we secure clients life changing opportunities.

## EMERGING

Our emerging talent division offers industry representation for early career development.

## ESTABLISHED

Our established talent division offers bespoke industry representation for established artists.

## CO-REPRESENTATION

We work with our partners in America to provide extraordinary opportunity to our roster including deals with Gersh, Paradigm Luber Roklin and more.

## SUCCESS STORIES

Take a look at our success stories and track record. From building breakthrough Netflix film lead talent to West End stars, our Management is well placed to guide and nurture for maximum opportunity.



# FREQUENTLY ASKED QUESTIONS: ACTING MEMBERSHIP

## **Who will be teaching me?**

You will be taught by world leading experts including our partners at Young Actors Space in Hollywood. Patrick Day leads his team from the US and his team visit to impart strong American style technique and skill. You will also be taught by professional dialect coaches weekly and casting mentors who are experienced in the UK casting room and in training young talent.

## **How many people will be in my class?**

Our online studios are capped at 25. Due to our professional success lots of members will be on set/in productions so class sizes can be even smaller than this. We give you the peace of mind that we do not admit more than 25 members for premium training.

## **How are classes streamed?**

Classes are via audition entry only. All classes for acting are streamed on age and ability. You will receive studio allocation by 1st September. Age 5-12 years old are from 5pm-7pm and ages 13-18 years old are from 7pm-9pm.

## **What is included in my acting membership?**

x30 training sessions of 2 hours weekly. Sessions include: American Partner Studio Coaching, Dialect Coaching, Self Tape Coaching, Emotional Recall, Acting Coaching, Character Development, Memorisation and Skills, Independent Study and Advanced Acting Technique class. You'll also be entitled to x3 masterclasses per year in London with access to leading industry guests.

## **What other opportunities are available?**

As well as our world class training you will also have access to becoming a Stagebox Management member. This means you will be able to be represented for top level Television, Film and Commercial opportunities.

## **Can I change studios?**

Your studio has been allocated on age. All our coaches are the same levels and our partners work across studios. If you need to discuss this please email [contact@stagebox.uk](mailto:contact@stagebox.uk)

## **Can I share a screen with a sibling or a friend?**

No. You should have your own screen as our coaches are focusing on the individual.

## **What preparation do I need to do?**

Please prepare material set by your coaches. You'll get out what you put in and preparation is key to progress! We ask you to do every self tape so you can continue to grow outside the studio and year round. Our coaches will be uploading material year round. They're preparing you for the industry- it's fast paced and they're training you for the demands of the industry! Check the night before to ensure you have everything up to date and you're prepared for your industry class! You're training with the top coaches in the world and they expect dedication, discipline, focus and hard work!





# FREQUENTLY ASKED QUESTIONS: ACTING MEMBERSHIP

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## **What funding is available and how do I apply for a bursary?**

Stagebox is proud to make limited bursary funding awards available for those on a means tested, commitment and talent based assessment. You must re-apply for bursary funding each year. The deadline for application is Wednesday 14th June. The panel will meet and you will receive the bursary outcome by Thursday 15th June 2023.

Link here: <https://stageboxuk.typeform.com/to/adak6Nej>



# STAGEBOX MANAGEMENT

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



# STAGEBOX UNIFORM: MEET OUR COLLECTION

Pick at least one top, one bottom and one layer to get started.

Build your new Stagebox uniform to suit you. Our collection is designed for all members for high performance with mix and match apparel.



To purchase uniform please visit [www.stagebox.uk](http://www.stagebox.uk)



# FREQUENTLY ASKED QUESTIONS: UNIFORM

## **What do I need from the new uniform collection?**

Our uniform range means you only need to pick at least one top, one bottom and one layer to get started. You can use the toggles and filter to find the right uniform for you.

## **How long will my new uniform take to arrive?**

We're delighted to have designed a collection that is practical. Uniforms will be dispatched in time for your training delivered with DPD who will send you a tracking update when your package is on its way to you! Please note we advise you order in plenty of time.

## **Which items are compulsory?**

You can build your own collection! To get started, simply pick one top, one bottom and one layer to get started. Uniform is compulsory for entry.

## **Who wears the uniform?**

Our uniform is for all members. Keep an eye out for limited edition collections and accessories!

## **Is there VAT?**

We charge VAT on adult sizing only and this is calculated at the checkout.

## **What shoes do I need and where do I get them from?**

With uniform at masterclasses all Stagebox members must wear clean black trainers (from any store) into training/in the studio..



**What is the shipping cost?**

Shipping is calculated on UK or International delivery and includes postage and packaging.

**How do I know what size my child will be?**

Please click on our size guides to check sizings before you order! Size guides are available at our website.

**Can I change my order?**

All Stagebox uniform is bespoke and made to order and all orders should be made after consulting the size guide provided. Refunds and exchanges are only permitted where an item is faulty or where an item has been returned unworn within 28 days.

**How do I return my uniform?**

Fill in the form at <http://bitly.ws/FoC2>

**Does my child need a Stagebox bag?**

Whilst you can purchase a Stagebox bag in our latest collection, members will also be allowed any unbranded black bag as an alternative.

**Does my child need a Stagebox coat?**

Whilst you will be able to purchase a Stagebox coat in our latest collection, members will also be allowed any unbranded black coat as an alternative.

**Is there anything else I need?**

Members must wear black seamless undergarments and socks from any store.

**How will my uniform arrive?**

It will arrive in eco packaging from our supplier.



## **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-REPRESENTATION**

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.

# FREQUENTLY ASKED QUESTIONS: STAGEBOX MANAGEMENT

## **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.

## **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.

## **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.

## **What is a masterclass meet and how do I access masterclasses?**

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. If you're on the Vocal Coaching Membership or the Acting for Screen Membership there will be 3 masterclasses per year included in person.

## **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**

### **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](mailto:management@stagebox.uk) and we will come back to you as soon as we can.



# AUDITIONING AND SELF TAPING

## **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.

## **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.

## **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.

## **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.

## **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.

### **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.

### **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!

### **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.

### **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.

## **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.

## **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.

## **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.

## **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

### **Can I choose any headshot photographer?**

We have our recommended headshot photographers for full sessions and we require photographs to be taken by them or at one of our headshot sitting dates. We'll be in touch about this once you've opted in.

### **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.

### **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.

### **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.

### **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.

### **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.



## **What should my child sing for musical auditions?**

We prepare repertoire with members at Stagebox throughout their time with us. We recommend the In Studio Professional Musical Theatre Membership and Stagebox Vocal Coaching Membership for intensive vocal training and repertoire.

## **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 programme. 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.

## **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.

## **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.

## **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.

## **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. 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.

## **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.

## **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.

## **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.

## **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.

## **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.

# CO-REPRESENTATIONS, FURTHER EDUCATION ADVICE & OTHER

## **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.

## **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.

## **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 6 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.

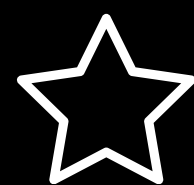
## **How do I opt in to Management?**

You can opt in at sign up for Stagebox Management.

# STAGEBOX: HOUSE RULES



Our members' professional etiquette is at the cornerstone of Stagebox training. Stagebox members are expected to follow professional standards and we do not tolerate bullying. Our community is kind, respectful and inclusive.



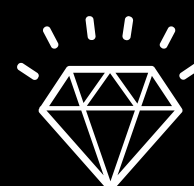
Training groups are allocated by age and ability. Stagebox reserves the right to allocate studio groupings.



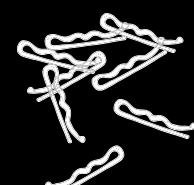
It is vital that members arrive on time. No latecomers will be admitted. Members must arrive 15 minutes before sign in / sign out time. In exceptional circumstances please contact the team to let them know your estimated arrival time.



Full uniform must be worn to gain entry to the Stagebox studio. Please refer to your membership pack FAQ's.



All jewellery including 'invisible' earrings, watches and nail varnish must be removed prior to entry into the studio.



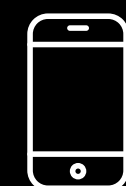
Hair should be immaculate at all times in the Stagebox studio. Long hair must be tied back.



One Stagebox bag will be permitted per member. No additional bags or suitcases will be allowed into the studio.



Members should print and view material in advance of classes so they are fully prepared for each session. Members should also bring a notepad and pen to each session so they are able to take notes on any feedback and track their development throughout their training sessions.



Mobile phones should be switched off and remain the member's bag throughout the day at Stagebox.



No photographs will be permitted in the Stagebox Studio except those taken professionally.



Where participating in a digital programme on Zoom, all members' cameras must remain on at all times during the session. The chat function should only be used when instructed by the coach.



Children must attend training weeks in full (4 full days- as selected at sign up). We reserve the right to deny entry to perform in Stagebox productions and/or video projects where a child has been absent from training or rehearsals due to non-attendance or illness.

Please see full policies.



If a member is unwell prior to arrival. Please do not come to the studio. Please email [contact@stagebox.uk](mailto:contact@stagebox.uk) and await advice.



# STAGEBOX: FULL POLICIES

## STAGEBOX LEVEL AND STUDIO ALLOCATION- All Memberships

- Our industry audition panel assesses all level and studio allocation in audition and throughout their time with Stagebox.
- Level and studio allocation are assessed and reviewed on a continual basis throughout the membership. Children will be moved whenever they are ready to.
- Our assessment and review processes take into account the industry expertise of our resident creative team, visiting industry creatives and Stagebox head office.
- All assessments and reviews consider multiple factors covering: attendance, progress, professionalism, conduct and commitment. From September 2023, all reporting will be in the studio and there will be no written feedback. This is reflective of the industry and the production led focus we have at Stagebox where parents will be invited in throughout the year to watch their child.
- All studios are allocated based on age and/or ability. Members are allocated to the studio that best serves their needs at each point of their learning journey. The company is all via audition entry and our mixed age approach inspires achievement, friendship, confidence and leadership skills.

## ATTENDANCE AND ABSENCE POLICY - Holiday Membership

- Sign in time is 9:40am for Level 2 and 9:50am for Level 3.
- Collection time is 5pm for all prompt.
- We expect full attendance for our professional company. You will select your dates in advance at sign up. You can select any location to suit your schedule and we expect all members attend a week 1, 2, 3 and 4. Please note except where a member is in professional work through Stagebox Management we will not be able to change your week allocation after sign up.
- Members must be available for all training days in full in order to attend the training week due to safety and risk assessments. This includes production weeks (The Company Project Live and the Video Project).

## ATTENDANCE POLICY - Weekly Membership

- Members are asked to be ready to start 10 minutes before class begins.
- For online memberships, members must have a functioning camera and microphone to attend training. Cameras must remain on and members must be visible on camera throughout class.
- We encourage full attendance in order for members to receive the full benefit of their membership. Where members are unable to make a weekly session please email [contact@stagebox.uk](mailto:contact@stagebox.uk)
- Attendance is as per membership offer and full dates are provided on offer.

## SIGN IN/SIGN OUT POLICY

- Members of UK high school age (Year 7 and over) may sign themselves in and out whereby this has been confirmed at sign up.
- Members of UK primary school age (Year 6 and under) must be dropped off and signed in by an adult over the age of 18 to be formally signed into the care of Stagebox staff.
- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others.
- If a member has not been collected within 20 minutes of sign out time and there has been no contact from the child's primary contact, the Stagebox team will attempt to contact the member's secondary contact to arrange for them to be collected. If a member has not been collected within an hour of sign out time, the Stagebox team will revert to our child protection policy to ensure the safety of the member and will notify the relevant authorities to seek further guidance.

# STAGEBOX: FULL POLICIES



## HEALTH & WELFARE POLICY

- Please ensure you provide full medical disclosure at sign up which will be treated confidentially. If your child develops any physical or mental health that our team need to be aware of to care for them please email us to update us to [contact@stagebox.uk](mailto:contact@stagebox.uk)
- We reserve the right to send members home due to infectious illness or if they report they are too unwell to be in training. Where members miss any training due to illness (and this is not disclosed at sign up or provided under a care plan), we will not be able to re-admit them for the remainder of the week.
- Members must be available for all training days in full in order to attend the training week due to the intensive nature of training, health and safety and risk assessments. This includes production dates (The Company Project Live and the Video Project).
- Our centre leads are all licensed chaperones holding enhanced DBS checks with the local education authority. They also have extensive mental health and safeguarding training for paediatric care. Stagebox reserves the right to contact parents or guardians in the interests of the child if our centre leads feel a child is too unwell to continue with training. Online training is also monitored by DBS licensed members of staff.
- For health and safety reasons, whilst a child is in Stagebox care, it is the parent/ guardian's responsibility to ensure that you or another responsible adult (over the age of 18) is available to collect your child within no more than 1 hour in the event that your child is unwell.
- Parents must advise Stagebox in writing of any change to emergency contact numbers/telephone numbers/email addresses whilst a member is in Stagebox care. This is crucial so that we are able to contact you in any emergency.
- Stagebox reserves the right to refuse to allow your child to participate in any Stagebox related activity in the event that your child is deemed to be unwell or unfit to take part.
- Any illness/injury occurring whilst in Stagebox care must be reported to the Stagebox centre lead immediately at the time so they can ensure health and safety. If unwell or injured, it is the member's responsibility to seek help from pastoral care lead or staff.
- Any pre-existing physical/mental illness or injury must be reported to Stagebox in advance of training. We will deal with this information confidentially with communication with necessary pastoral leads as required. All disclosures are confidential and allow the team to appropriately care for and protect each individual.
- Stagebox reserves the right to call 999 in the event of an emergency whilst members are in Stagebox care.



## OTHER

- Stagebox has a strict policy on mobile phones. Any phone must be switched off and remain in the member's bag whilst they are under Stagebox care. We accept no liability for electronic devices brought to site. Phones may be used with supervision for example where a member of Stagebox has specifically advised for access to sheet music or scores. Phones being used outside of this will be kept and returned to the collecting parent/guardian at sign out.
- Social media activity is closely monitored by the Stagebox Team. Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.
- We reserve the right to film and post video and photographic content at Stagebox including for Instagram, Facebook, YouTube, TikTok, social media, production press, EPK and national press. This includes resharing of content. If your child cannot appear in media please notify us at sign up to [contact@stagebox.uk](mailto:contact@stagebox.uk)

# STAGEBOX: FULL POLICIES



## CHILD PROTECTION

- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others. This includes mental and physical health disclosure which is imperative to help us to look after your child.
- Social media activity is closely monitored by the Stagebox Team. Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.
- Our full and up to date Child Protection Policy can be viewed at our site at any time.



## CONDUCT

- We have a zero tolerance bullying policy.
- Members and parents/guardians are expected to behave in a polite manner to staff and fellow members and be respectful and kind to each other.
- We do not condone negative or aggressive behaviour from parents or guardians toward staff or children in our care.
- In the event of a member being disruptive in class we reserve the right to ask them to sit out or to send them home in severe circumstances.
- For the protection of staff and children, parents and members will not contact Stagebox staff via personal communication either through social media, email or phone. All communication should be directed through Stagebox HQ (contact@stagebox.uk).