

CHECKLIST OF ITEMS ARE NEEDED TO COMPLETE YOUR FOLDER
EMAIL ALL DOCUMENTS TO: STUDIOKIDSMANAGEMENT@GMAIL.COM



EMAIL ALL THESE SKM DOCUMENTS BACK TO STUDIO KIDS TO COMPLETE YOUR SKM FOLDER

- ☐ **NEED-CLIENT INFORMATION SHEET (2 PAGES)**
- ☐ **NEED-Studio Kids AGREEMENT (Signed & Dated in Section 1 & 2) (2 PAGES) - SIGNED & DATED**
- ☐ **NEED-CHECK AUTHORIZATION SHEET/Change of Address (1 PAGE) - SIGNED & DATED**
- ☐ **NEED-SKILLS & TALENT SHEET (1 PAGE)**
- ☐ **NEED-Copy of child's current Entertainment Work Permit**
- ☐ **NEED-ONE-4x6 color PHOTO of your EACH child in front of a white background (waist high) - SMILING**
NO school photos are acceptable! No hats.
- ☐ **NEED-ONE - 4x6 color PHOTO of your twins/triplets together.**
- ☐ **NEED-Current copy (not faxed) - SAG / AFTRA Member Card w/expiration date**
- ☐ **~~TEMPORARY-POSTPONED/PROCEDURE Go to POSTAL STOP in La Mirada to Fill Out I9's MUST bring minor & original documents.~~**

ALSO NEED COPIES OF I9 DOCUMENTS BELOW:

BELOW is a list of documents needed for the office of **STUDIO KIDS ONLY** so we can hold in your minor's folder. These are kept for the other casting departments outside of Central Casting. We only need copies at Studio Kids:

- ☐ **NEED-Passport (Copy) - IF you have Passport**

OR (if you don't have a Passport will need:

- ☐ **NEED-ONE Item (need copy of one)**
 - CA Drivers license
 - CA DMV Id Card
 - School Id w/photo
 - Report card
 - Immunization record

AND

- ☐ **NEED-ONE Item (need copy of one)**
 - Birth Certificate
- OR**
- Social Security Card/Number (w/need number the night b4 hire date for payroll)

Please remember to update us with any new information about your child (by mail or by fax). For example: braces, major hair changes, eyewear, growth spurts, union status, broken body parts (when the cast will be removed), vacations and schooling (off track schedules). Always fax or mail your NEW UPDATED work permits (even if we haven't called in awhile...we will).

STUDIO KIDS Management

15068 Rosecrans Avenue #198, La Mirada, CA 90638

Main Office (562) 902-9838 - Fax (562) 902-0498

TEXTING ONLY: (562) 444-8712

Email: Studiokidsmanagement@gmail.com

Payroll: Payroll.studiokids@gmail.com

Available: Available.studiokids@gmail.com Website: www.Studiokidsmanagement.com



(Please fill out all that applies)

CIS1_____



CLIENT NAME: _____

CLOTHING SIZES:

GIRLS

BOYS

SHIRT: _____

SHIRT: _____

PANT: _____

PANT: _____

WAIST: _____

WAIST: _____

DRESS: _____

INSEAM: _____

INSEAM: _____

NECK: _____

BRA: _____

SHOE: _____

SHOE: _____

GLASSES: _____

GLASSES: _____

BRACES: _____

BRACES: _____

PIERCINGS: _____

PIERCINGS: _____

HEAD: _____ HIP: _____

HEAD: _____ HIP: _____

CHEST: _____

CHEST: _____

ARM: _____

ARM: _____ JACKET: _____

JACKET: _____

UNION STATUS (circle one): NON-UNION **or** SAG/AFTRA MEMBER (UNION)

UNION MEMBER # _____ EXP. DATE: _____

Did you go to POSTAL STOP in La Mirada to fill out I9's? YES or NO: DATE: _____

Do you have an I9 with any other casting company? YES or NO = Where? _____

GETTING TO KNOW YOU:

What is your availability? _____

Are there any subject matters sensitive to your family that you may not prefer your child to be in? _____

Are you currently signed with a Talent Agent or another Extra's Management Company? We do not mind that you are!

If YES, Who? _____

Do you have a Resume? YES or NO Headshots/Zed Cards: YES or NO

Would you like to join any unions? YES or NO

Do you have any UNION voucher's? YES or NO How many do you need to become eligible? _____ #

What is the name of the friend or acquaintance that referred you to SKM? Family or Friend? _____

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TALENT LISTING MANAGEMENT AGREEMENT

I, Parent/Guardian _____, acknowledge this Agreement made
(Full Name of Parent/Guardian)
between Studio Kids Management and _____ on behalf of my “Minor-
(Parent / Guardian)

Client/Artist”, _____, DOB _____, and hereby
(Full Name of “Minor-Client/Artist”)

retain Studio Kids Management to be his/her Talent Manager/Talent Listing Service on this DATE: _____.

- ☐ I, hereby retain Studio Kids Management to act as manager from the date of this Agreement, and I agree to perform as and when requested by you. I agree to devote my full time and effort, under the direction of Studio Kids Management toward the development of my “Minor-Client/Artist”.
- ☐ STUDIO KIDS MANAGEMENT IS A “CALL-IN” SERVICE AND PROVIDES “AN ARTIST’S SCHEDULE OF AVAILABILITY FOR AN AUDITION/INTERVIEW OR EMPLOYMENT OPPORTUNITY” TO CASTING COMPANIES ON BEHALF OF PRODUCTION COMPANIES. PER LABOR CODE 1701g, IT IS CLASSIFIED AS A TALENT LISTING SERVICE. THIS IS NOT A TALENT AGENCY CONTRACT. ONLY A TALENT AGENT LICENSED PURSUANT TO SECTION 1700.5 OF THE LABOR CODE MAY ENGAGE IN THE OCCUPATION OF PROCURING, OFFERING, PROMISING OR ATTEMPTING TO PROCURE EMPLOYMENT OR ENGAGEMENTS FOR AN ARTIST. STUDIO KIDS MANAGEMENT IS PROHIBITED BY LAW FROM OFFERING OR ATTEMPTING TO OBTAIN AUDITIONS OR EMPLOYMENT FOR YOU. FOR MORE INFORMATION, CONSULT CHAPTER 4.5 (COMMENCING WITH SECTION 1701) OF PART 6 OF DIVISION 2 OF THE LABOR CODE. A DISPUTE ARISING OUT OF THE PERFORMANCE OF THE CONTRACT BY THE TALENT SERVICE THAT IS NOT RESOLVED TO THE SATISFACTION OF THE ARTIST SHOULD BE REFERRED TO LOCAL CONSUMER AFFAIRS DEPARTMENT OR LOCAL LAW ENFORCEMENT, AS APPROPRIATE.
- ☐ I agree to pay Studio Kids Management, as when monies are received by the “Minor-Client/Artist” and/or “Parent/Guardian”, and during and throughout the term this Agreement, to receive a management commission sum equal to twenty percent (20%) of any and all gross monies, which are related to Studio Kids Management. Let it be said that it may be necessary for Studio Kids Management to collect and receive sums in your child’s name. Whereas monies shall be deposited, any and all checks payable to the minor for Studio Kids Management’s service, and retain there from all sums owing to Studio Kids, and discharge any and all checks to the “Minor-Client/Artist”.
- ☐ I agree to pay Studio Kids Management within thirty (30) days of receiving payment from the payroll/production company. I will send a copy of each check stub to process and all checks will be made to Studio Kids Management.
- ☐ Let it be known that Studio Kids Management does not accept any other funds from Production or outside services regarding compensation. Commission payments only comes from the client and/or parent/guardian.
- ☐ I agree that should the said “Minor-Client/Artist”, at the discretion of the production company, become upgraded to a principal talent, it is the said, “Parent/Guardian’s”, responsibility to obtain a Talent Agent to help further any negotiations and/or such future contracts. In the event the client may need Studio Kids Management to assign a licensed SAG franchised talent agency to the job for any and all possible negotiations. If a SAG Agency is required for a job it would be your responsibility to pay their legal standard commission and all said payments to be made direct to the agency. In addition, let it be said that should such situation occur Studio Kids Management will continue to receive a management sum equal to twenty percent (20%) on all gross monies. All commissions are due under this agreement for work up to the time of discontinuance, including all subsequently earned residuals, which may accrue after the discontinuance of this agreement, remain due and payable to Studio Kids Management.
- ☐ I agree that if any guardian/parent receive work on behalf of Studio Kids Management a ten (10%) commission will be due from gross amount.
- ☐ In the event “Minor-Client/Artist” cancels or does not show up for a job, and we cannot find a replacement, the lost commission will be billed to the “Minor-Client/Artist”. I will verbalize with Studio Kids to cancel my child.
- ☐ I agree to send a mandatory current color photo of the “Minor-Client/Artist” in front of a white background every six (6) months.
- ☐ It is my responsibility to obtain an Entertainment Work Permit every six (6) months through the State of California Division of Labor Standard Enforcement office in order for the “Minor-Client/Artist”, and a Xerox copy is needed in the office of Studio Kids Management to consider my “Minor-Client/Artist” active.

STUDIO KIDS Management



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CHECK AUTHORIZATION FORM / CHANGE OF ADDRESS FORM

I, hereby authorize Studio Kids Management/Lisa Marie Santillan under the Privacy Law Act SB1386 permission to investigate information regarding my minor child's payroll using his or/her social security number. Listed below is my minor child's information:

Minor's Full Name: _____

Minor's Social Security #: _____

Minor's Birth Date: _____

In the case of when Studio Kids Management should need to collect monies owed by below mention client from outstanding payments due. I, hereby authorize Studio Kids Management/Lisa Marie Santillan to receive, collect, cash of any and all monies, checks, or any other forms of compensation for services of my minor child rendered as a result of the efforts of Studio Kids Management/Lisa Marie Santillan. Providing that Studio Kids Management/Lisa Marie Santillan will in turn ensure payment to my minor child and/or me of all funds, excluding the 20% Management fee on all gross monies due Studio Kids Management/Lisa Marie Santillan with an explanation of such situation.

I, hereby understand that I revoke any and all authorizations executed by me for the mailing of checks, as defined above, so that Studio Kids Management may process and take the necessary fees to which they are entitled. The balance will then be forward to me in a timely fashion.

I, hereby authorize and direct delivery of such checks, drafts and/or sums of money, or any other forms of payment as defined above be sent to the following mailing address:

STUDIO KIDS Management
15068 Rosecrans Avenue #198
La Mirada, CA 90638

Date: _____

Parent/Guardian's Signature: _____

Home Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Main Email Address (Print): _____



Client's Name..... BIRTHDATE..... AGE

Please indicate the following: YEARS of Experience

If you have never experienced the activity just leave blank.

SPORTS -

Archery__ Badminton__ Baseball__ Basketball__ Bicycling__ Billards__ BMX Riding__ Body Surfing__
Boogie boarding__ Bowling__ Boxing__ Canoeing__ Car Racing__ Cheerleading__ Diving-Water__
Diving-Sky__ Double Dutch__ Fencing__ Firearms-Guns__ Fishing__ Football__ Golf__ Handball__
Hang Gliding__ Hiking__ Horseback Riding__ Ice Hockey__ Ice Skating__ Jet Skiing__ Kayaking__
Lacrosse__ Monkey Bars__ Motorcycle Riding__ Mountain Climbing__ Paddle Ball__ Ping Pong__ Racquetball__
Rollerhockey__ Rollerskating__ Scooter__ Scuba Diving__ Soccer__ Skateboarding__
Skiing-Snow__ Skiing-Water__ Snowboarding__ Softball__ Squash__ Stunts__ Surfing__ Swimming__
T-Ball__ Tennis__ Tumbling__ Trampoline__ Video Games__ Volleyball__ Water Polo__
Wrestling__

MUSICAL INSTUMENTS -

Bass__ Cello__ Clarinet__ Drums-Marching__ Drums__ Flute__ Hand Bells__ Harmonica__
Harp__ Organ__ Percussion__ Piano__ Saxophone__ Trumpet__ Tuba__ Violin__

ABILITIES -

Beauty Contest__ Chess__ Cooking__ Drawing__ Jokes__ Loves Animals__ Painting__ Photography__ Singing__
Winking__ Other: _____

READER -

At grade level__ Advanced__ Gate program__

MARTIAL ARTS

Aikido__ Hapkido__ Ju Jitsu__ Judo__ Jeet Kune Do__ Karate-Belt __ Kenpo__
Kick Boxing__ Kung Fu__ Tae Kwon Do__ Tang Soo Do__ Other: _____

GROUPS / CLUBS

Awana__ Bravehearts__ Brownies__ Girl Scouts__ Boy Scouts__ Cub Scouts__
Eagle Scouts__ Jobs Daughters__ Jr. Lifeguard__ Mexico Ministries__
Royal Rangers__ Sheriff Explores__ OTHER: _____

FOREIGN LANGUAGES

Armenian__ Chinese__ Czech__ Finnish__ French__ German__ Greek__ Hebrew__
Hindu__ Hungarian__ Japanese__ Korean__ Latin__ Persian__ Polish__ Portuguese__
Romanian__ Russian__ Sign Language__ Spanish__ Swahili__ Tagalog__ Thai__
Other: _____

DANCE SKILLS

Ballet__ Ballroom__ Belly Dancing__ Country__ Electric Slide__ Greek Folk__ Hip Hop__ Irish Step__
Jazz__ Line__ Marege__ Salsa__ Samba__ Tango__ Tap__

SPECIAL ABILITIES

Baton Twirling__ Frisbee__ Gymnastics__ Hackysack__ Heelys-Skates__ Hula Hoop__
Juggling__ Magic Tricks__ Mime__ Pogo Stick__ Rollerblading__ YoYo__ Accordion__
Bagpipes__ Guitar-Acoustic__ Guitar-Base__ Bubblegum bubbles__ Ballet__ Belly Dancing__

OTHER: _____

SKILLS _____