

EXTRA PLAYERS (Background Talent) are used for the general atmosphere of a scene. They do not speak lines of dialogue. EXTRAS are a collection of people with the correct look, wardrobe and natural action to join with the Principal Actors and Bit Players to create a believable scene. EXTRAS are a very important part of filming. EXTRAS are selected for their contribution to the total look of a scene or for special talents. The following information and guidelines will help you in your work as an EXTRA.

THE CALL: When you are called, often times the day before filming, you will be asked if you are available for work and the work requirements will be explained. If you cannot meet ALL the requirements of the call — **DO NOT ACCEPT THE JOB!**

ON THE SET – ARRIVE ON TIME:

Wardrobe/Hair/Makeup: You will be asked to arrive on set 'camera ready', dressed in the requested wardrobe, with hair and makeup done. You must bring at least two changes of appropriate wardrobe with you. You should bring your wardrobe and props in 'easy to carry' luggage or hanging garment bags. Always remember to bring 'weather wardrobe', in case of rain or unexpected cold weather. You cannot go home and get something you forgot!

Parking and Paperwork: Usually signs are posted, but it is your responsibility to make certain you park in the area designated for EXTRAS. Check-in immediately with the Casting Director [or Talent Wrangler] with wardrobe and props in-hand. You will need to complete a W-4 and I-9 (citizenship) information and a release for the production company to use you as an EXTRA PLAYER. You will need two forms of identification: driver's license and social security card are the usual forms. A passport alone is acceptable information. **YOU MUST HAVE PROPER IDENTIFICATION WITH YOU TO FILL OUT THE I-9 FORM. THIS FORM IS REQUIRED BY THE FEDERAL GOVERNMENT AND YOU CANNOT WORK WITHOUT SHOWING THESE ID's.**

Parents: If your child is an EXTRA, you may be required to fill out a State work permit form along with the payroll voucher and other forms. ALL minor children under age 18 must have a copy (do not bring the original) of their birth certificate and social security card. **PLEASE DO NOT BRING OTHER CHILDREN OR RELATIVES TO THE SET!** You should be prepared to stay on set with your child during the entire film day.

Once you have completed the check-in process and your wardrobe, hair, & makeup have been approved by the proper personnel, you are ready for work. You will be given information regarding where to wait until called for a scene, where the rest rooms are located, etc. It's a good idea to bring a book, cards, needlework, etc. to fill in the time. It is also a good idea to bring a folding chair with you as you may have a lot of hanging out time with no seating available. **YOU MUST NOT LEAVE THE EXTRA'S HOLDING/WAITING AREA!**

Always eat before you arrive on set. Meals are served 6 hours after the crew call-time. EXTRAS usually eat their meals after the cast and crew have eaten.

Check-out: Please do not leave the set before you are released. A typical work day is 8-12 hours and can go longer! Your forms must be correctly filled out and all information completed before you leave. If you do not check out, or if your forms are not properly filled out, your paycheck will be delayed. If you have been assigned wardrobe/props by the Wardrobe Department, you absolutely must turn them in (daily, if you're working more than one day).

SET ETIQUETTE:

1. Never be late. Never bring guests, family members or pets to the set. Don't tell the world where you will be filming and don't invite anyone to stop by and see you work. Food is prepared for Cast, Crew, and EXTRAS only.
2. Do not bring cameras, ask for autographs or stare at the stars. Do not try to engage any cast member in a conversation. Photographs are not allowed!
3. No Smoking on the set. During break periods you will be able to find a place to smoke.
4. No Alcohol on the set, absolutely, never. You will be subject to immediate dismissal.
5. Treat the set property as if it were your own. Be very careful.
6. Do not compare other production companies you may have worked for, ask to meet the 'stars', discuss other films with them that they may have appeared in, ask personal questions of actors, gossip or complain.
7. Do not bring valuables or large amounts of money to the set. Never leave the designated EXTRA'S HOLDING AREA without permission.
8. Craft service is setup all day for drinks and snacks. There may be one for Cast and Crew and one for EXTRAS. Please remember to be courteous and not to block the table, it is not an unlimited buffet!
9. It is a good idea not to ask a lot of curious questions of the casting person or crew people on set during the day. You are always kept informed as soon as decisions are made.
10. Common sense should be your guide. Use it and you will make very few mistakes and have a good time. RELAX AND HAVE FUN!

TIPS ON WORKING WITH THE CAMERA:

1. Unless instructed to do so, NEVER look at the camera (no matter how close or far away it is). Before filming begins, take a look around and find out where the camera(s) are so you know where not to look.
2. Always ask if you do not understand the directions, what to do when, but listen carefully the first time.
3. ACT NATURAL - Exaggerated expressions or movements are not necessary. If you are a 'walker', look in store windows, look at other 'walkers'. Do exactly as you normally would. Eat, run, walk, smoke - do everything just as if there were no camera rolling and your actions were a REAL part of your day. You will receive exact instructions on how you should 'act'. Remember, no talking during filming and to quietly return to your starting position or the holding area.
4. All talking, clapping, laughing, etc., is done in PANTOMIME. The microphones are extremely sensitive and will pick up all sound and it interferes with the actor's dialogue.
5. Driver's of picture cars will be given specific instructions and told what verbal or hand signals will be given.
6. Remember what you did in each scene, who you were with, and do it exactly the same way each time. If you are close to, or involved with one of the Cast Members during a scene, remember what you did during their dialogue so you can do it over again the exact same way. Scenes are shot from several different points of view, so you have to be able to repeat your actions in the next take.

Being an EXTRA, BACKGROUND TALENT, ATMOSPHERE, is very important. Your role is to make the scene believable. It's easy and it's fun. We hope you enjoy your time on set.

The full document, "What is an Extra", may be found in FAB, the Florida Actors/Models Book, along with many other tips and suggestions for talent. It's your Bible!