

New Client Information/Policies

Below you will find many answers to your many questions. Please read through carefully and feel free to contact Olivia May by email should any further questions arise. Olivia May: audition@mzaagency.com

Logo: For our agency logo please go to our website, www.mza.agency to download, or simply drag logo from homepage.

Resumes: A generic resume format is attached. Please follow such format when creating a professional acting resume. Resumes should **ALWAYS** be stapled top and bottom cut down to 8x10 size, and attached to the back of your 8x10 headshot, before giving to your agency or casting director at an audition. This is the professional norm for actors.

Booking Out: There is no need to contact us when booking out, unless you will be gone for more than 2 weeks. If you receive an audition when “out” just respond to the email with “not available”.

****VERY VERY VERY IMPORTANT****

ONCE EVERYTHING IS UP ON ALL SITES (THEATRICAL AND COMMERCIAL) CALL MICHAEL ZANUCK AT 818.481.2754 AND LET HIM KNOW (OR LEAVE A VOICEMAIL MESSAGE). MICHAEL NEEDS TO ACTIVATE YOU, SO IT IS CRITICAL THAT YOU CALL HIM.

Agency Phone Numbers:

The ONLY number associated with MZA: 818-707-9747

Agent Extensions and Emails

Michael Zanuck – ext. 21 michael@mzaagency.com

Olivia May - (commercials) audition@mzaagency.com

Agency Address: Our address is as follows when sending snail mail

MZA The Michael Zanuck Agency

4929 WILSHIRE BLVD

SUITE 808

LOS ANGELES, CA 90010

THE SEASONS: Episodic television season begins mid-July and ends around April 15. Pilot season is from mid-January to mid-April. The seasons are now not really definite anymore and pilots happen all year. We do feel a hiatus from May through July 15. Commercials are lighter in the summer, as many summer commercials are done in NY.

AUDITIONS: We will contact you by both phone and email. Many times we'll contact you by email first. If so, please respond ASAP. This may save us a call to you. We provide you the sides, a copy of the Breakdown, and scripts if available and appropriate (size of role). Scripts for episodic TV are normally not available (they are continually writing and changing). We do feel it's still a good idea for you to be a member of Showfax (the sides service of Breakdown Services). Emergencies happen that may require you getting your own material (not often).

When responding to an audition notice from us please be simple, respond "confirmed" or "not available". If you are "not available" please state your reason why you are not available, or if you need to self tape. Self tape is often an option if you just can't make the audition time/date, but are available the shoot dates!

SIDES AND TIME CHANGES: Any questions concerning receiving sides should be addressed by email only to audition@mzaagency.com., as should time changes. We always get you sides ASAP. We understand you want as much time as possible to prepare, but please give us a few hours after you've received an audition to get the material. In many cases, Casting releases the sides after the audition. **PLEASE** don't request a time change unless it's a **serious emergency**. And be smart about it. Casting normally goes to lunch at 1:00PM, so if you have a 10:30 appointment and can't make it until 11:30, just be there at 11:30. The same situation after lunch, and you get a 3:30 appointment but you can't be there until 4:15. If Casting is having an afternoon session, they will normally be there until 6:00PM. LA traffic is a wonderful excuse for being a bit late. Now, with all that said, and you're in a real jammer, we are always available. Michael Zanuck is normally available for emergencies on his cell at 818.481.2754. Before you call Michael's cell please be sure that it's a problem only he can handle.

Actors Under 18 Years

1. Make sure you have all proper Entertainment Work Permits in order. Please visit this website for more info: www.dir.ca.gov/dlse/DLSEForm277.pdf
2. Set up a Coogan Account when applicable. Please visit this website for more info: www.aftrasagfcu.org/cooganaccounts/index.cfm

It is your responsibility to pay to put your pictures up on the necessary sites. You may decide to pay for the service to “submit yourself”. This is not required. If you do, please put your direct contact info on these “self-submissions”. Agents see this information long before you do, and get the real “paying projects”.

We **DO NOT** submit on the following projects: -Deferred Pay Projects

-Short Films (some lead roles)

-No pay theatre shows

-No pay – Copy/Credit/Meals

-Ultra Low Budgets (strike permitting) (some lead roles)

These are all projects that you are more than welcome to submit yourself for, however, when doing so, make your personal contact information well known so that we are not bothered with a non-paying project.

New Contact Information/New Addresses: Please send an email to audition@mzaagency.com with all new information: addresses, phone numbers, email addresses, etc. This is all pertinent information we need for bookings.

Check Off List For New Clients:

Theatrical Rep:

Did I call Breakdown Services to get my account activated with MZA? Y N

Did I post the headshots Michael chose on my Breakdown Services site? Y

N

Did I fill out my profile and type in my resume on my Breakdown Services site? Y N

Did I put the agency logo/contact info on my resume, print out/cut down to size and staple to headshots? Y N

Do I have a batch of hardcopied headshots ready to go for my auditions? Y

N

Did I sign up for Showfax in the event I need to get my own sides? Y N

Commercial Rep:

Did I email LACASTING about my agency representation change? Y N

Did I link MZA on my Casting Frontier account? YN

Did I upload all appropriate photos that Michael chose for electronic submissions on all sites? Y N

Did I fill out my profile and type in my resume on my LACASTING and Casting Frontier account? Y N

Did I email Michael that my photos/resume/account should be ready for submitting? Y N

Did I prepare myself to get sides from LACASTING.com when I get an audition? Y N

IF YOU FOLLOW THESE DIRECTIONS EXACTLY, YOU WILL FIND THE PROCESS EASY AND SIMPLE

ELECTRONIC SUBMISSION SITES

THEATRICAL:

Breakdown Services (you may know them as Actor's Access).

PHONE: 310.276.9166

ADDRESS: 2140 Cotner Ave., LA 90025

EMAIL: www.breakdownservices.com.

Even though your pictures are up on Actor's Access, we need you to contact Breakdown Services, and have them moved to our MZA site under their site. We cannot submit you until you appear on our site under their site. To help avoid confusion, if you have pictures now on Actor's Access call or email them (or do both) and say **EXACTLY THIS...**"I am now a client of MZA, "The Michael Zanuck Agency". Please move all my pictures and reels to their site". Try to get confirmation that this was done. When they confirm this, call Michael Zanuck at 818.707.9747 ext. 101, and tell him it's done and that he can activate you. If you get his voicemail, leave a message to that effect. If we are not moving pictures, but you are using new ones, follow this procedure exactly. Make sure you are using the

highest resolution photo files available from the photographer and call or email Breakdown Services and say **EXACTLY THIS...** "I am a new client of MZA, "The Michael Zanuck Agency", and I need to get my new pictures on their site so they can submit me. Please tell me how to do that, and how to get them at the highest resolution possible". If you are great with computers, and understand cropping and photoshop, you may be able to do this online. If not, go to a Breakdown Services office (you can go to their main office, given above) and have them help you. **VERY IMPORTANT**...make sure they are loaded at the highest resolution possible, and that the thumbnail size is cropped the way I did it with the post-it's. Casting sees the thumbnail, not how it looks full sized. All of these sites have the option for you to submit yourself on certain projects that casting decides they want released directly to actors. In our opinion, in most cases this is a waste of your time and money. We see all the meaningful projects days before they might be released to actors. We do not submit on Deferred projects, short films, theatre, Ultra Low Budget. If you submit yourself on any of these, please don't use our logo and make sure to give casting your contact info stating clearly to contact you directly.

COMMERCIALS:
LACASTING.COM
CASTINGFRONTIER.COM

CHANGE OF ADDRESS: Please email any change of address to audition@mzaagency.com

**WE TRULY LOOK FORWARD TO REPRESENTING YOU!
IT'S IMPORTANT TO BE A SMART ACTOR AS WELL AS A GREAT
ONE!
AFTER ALL IT'S CALLED "SHOW BUSINESS"**