



FOSAC PRODUCTIONS

Seamless Talent Solutions

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FOSAC CASTINGS — BOOKING TERMS & CONDITIONS

(Effective 2025. Applies to all background, featured, continuity and principal bookings.)

1. CONFIRMATION & AVAILABILITY

1. Confirm availability within **1 hour** of being booked.
 2. Performers may only be represented by **one agent per production**.
 3. Before confirming, ensure you have **not worked on this production** previously.
 4. Read and understand the wardrobe brief. Always pack **3 smart-casual options** unless otherwise stated.
 5. On shoot day, please send a “**Good morning, I’m up and getting ready**” message.
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2. ON-SET REQUIREMENTS

6. Arrive **on time** for your calltime. Late arrivals may be replaced and charged a penalty.
7. Arrive **Camera Ready** – hair and makeup done.
8. Complete **timesheet & release form** on arrival. Bring your **own pen**.
9. Bring a **certified ID copy** (no older than 3 months). Foreign nationals must have valid **work permit/asylum documentation**.
10. Production processes payment only once timesheets, release forms and correct **FICA** documents are submitted.
11. A standard shoot day is **12 hours**.
12. Come to set alone – **no friends, family or pets**.

13. No one may leave early unless approved by production through FOSAC in a genuine emergency.

14. Catering

- Breakfast not guaranteed for calltimes **after 07:00**.
- For lunch: wait until cast & crew have eaten; you will be told when to join.
- Keep the craft station tidy and be considerate of others.

3. BEHAVIOUR & PROFESSIONALISM

15. Remain in holding when not on camera. Do not leave holding or set without notifying the AD.

16. Keep noise to a minimum, especially during shooting.

17. No foul, abusive or obscene language.

18. Treat everyone with respect regardless of race, gender, religion or ability.

19. Respect the location and report any damage.

20. Keep cell phones **off** while on set.

21. Follow instructions from ADs. Communicate if instructions conflict.

22. **Continuity on camera:** repeat the SAME action every take unless redirected.

23. Do not approach cast or crew unless they approach you.

24. Anyone intoxicated or hungover will be sent home **without payment**.

25. All concerns must be addressed with the agency first, not with production.

26. No photos or videos on set without written approval.

27. Strict confidentiality: no posting or sharing information before airing.

28. Transport is the performer's responsibility.

4. CONTINUITY CLAUSE

Continuity bookings are not separate days — they are ONE job spread over multiple linked days.

To avoid any confusion, please read carefully:

What continuity means:

- You must be available for **ALL linked continuity days**.
- Your look, wardrobe and performance must match exactly each day.
- Missing **any** continuity day breaks the scene and forces reshoots.

How payment works for continuity:

- Payment is only released **after ALL continuity days have been completed**.
- If you miss **any** continuity day (regardless of reason except emergencies approved by production):
 - **The continuity block is not completed.**
 - **The booking is considered unfulfilled.**
 - **Payment for the block cannot be released.**

Why:

This is **industry-standard practice** because breaking continuity causes

- unusable footage,
- additional costs for production,
- delays and reshoots, and
- reputational damage to the agency.

Non-Negotiable:

If you confirm a continuity booking, you are committing to the full block.

Failure to attend every continuity day = **no payment for the continuity block**.

This rule applies to **all performers equally** to maintain fairness and professional standards.

5. PENALTY FEES

Late Arrival Fees

- 30 minutes late: **25% deduction**
 - 1 hour late: **50% deduction**
 - 2 hours late: **75% deduction**
 - Breaking continuity (continuity booking only): **100% of the rate is forfeited**
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6. PAYMENT POLICY

The Agency acts as a facilitator. Payment is made **only once the contracting client pays FOSAC**.

No advance payments will be made.

FOSAC actively follows up if clients delay or default.

Turnaround times (industry standard):

1. Telenovelas: **1st week of next month** (if worked before 15th)
2. Movies / Series: **up to 6 weeks**
3. Commercials: **up to 3 months**

Rates quoted already include agency commission.

PAYE / TAX

1. FOSAC is **not the employer**. No PAYE is deducted by the agency.
 2. If production does not deduct PAYE, performers remain responsible for declaring income to SARS.
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7. CODE OF CONDUCT

Performers must maintain:

- Professionalism
- Punctuality
- Respect for all
- Confidentiality
- Safety awareness
- Respect for property
- No drugs, alcohol or misconduct
- Clear communication
- Clean, organised working area
- Zero tolerance for racism, harassment or discrimination
- No fraternising or inappropriate behaviour
- Full compliance with production and agency rules

Failure to adhere may result in **termination of assignment** without notice.

ACCEPT BOOKING

By accepting a booking, you confirm:

“I have read, understood and agree to all Terms, Conditions, Policies and Code of Conduct of FOSAC Castings.”

 info@castings.fosac.co.za

