

# **FAQ: FINDING MODELING OR ACTING REPRESENTATION**

## **WHAT SHOULD I HAVE READY TO SUBMIT?**

You should have a professional headshot, a cover letter, a resume and any other type of promotional material ready to go (composites, headshots, resumes, portfolios, and any other video or voice demos you may have). Springboard has resources in the directory for headshots. Different agencies have different requirements as to how exactly the headshots and resumes should be sent in. Some only require the materials to be submitted online, while some require the materials to be sent to the street address. Make sure you are familiar with their requests before you do this and also be sure to include all your contact information (name, address, email, phone number, etc.)

## **HOW SHOULD I TAKE MY PHOTO?**

Most agencies recommend a clean, professionally taken photo in color (no food on the face and no Instagram shots). They might be looking for a great “look” and as one agency says, “A look that is good for a specific niche in the market... If we need someone with your ‘look’, we may call you for an interview despite your lack of experience.” In addition, different agencies have different requirements as to what size the photos should be and how many you should submit and have on hand. You will most likely be required to include personal details such as your height, size, weight, date of birth, etc. If the information is not on their website, be sure to contact them beforehand so that your submission is complete.

## **WHAT SHOULD BE ON MY RESUME?**

Many agencies require a firm background in theatre and acting. An agent on the list says, “We like to see any theatre experience – from school and community theatre to regional and professional theatre.” They may also look for professional experiences that include public speaking, improv comedy, or other related areas. Be sure to tailor your resume to the agency you are submitting your materials to. Highlight aspects of your experience that separate you from other applicants.

## **WHAT ABOUT VOICE TALENT SUBMISSIONS?**

Voice talent submission materials will most likely be the same as for modeling submission materials, except with a recording of your voice! A voice talent agent on the list recommends that you “get some experience with voiceover classes, theater, improv classes, acting classes, etc. – anything that helps you learn how to listen and take direction.” Listening to the producer or writer is key. In the Twin Cities, the Guthrie Theatre and Voiceresults have resources for voiceover experience.

## **WHAT IF I AM SUBMITTING MATERIALS FOR A CHILD?**

In general, most requirements for adults are the same for children. (Just make sure it's professional or clean and not, for example, an old Halloween photo!)

### **WHAT SHOULD I DO AFTER I HAVE SUBMITTED MY MATERIALS?**

Be patient! Most agencies are very busy and do not appreciate drop-ins or check-ups. They will most likely contact you if they are interested so they can schedule an interview/audition. Be aware that many agencies do not contact every applicant, as they receive many submissions. Regardless of whether you hear from them, most do look over every submission. Agencies will also sometimes recommend that you periodically submit an updated cover letter, resume, photo or other type of promotional material -- they may just be waiting until you have more experience.

### **WHAT HAPPENS WHEN THEY CHOOSE TO REPRESENT ME?**

The agency will go over what your next steps are, and you will probably be given an info sheet of expectations. These may include keeping them updated with current photos, updating your resume, responding to emails and phone calls on time, being prepared for all auditions and bookings, and in the case of voice talent, maintaining an updated demo with spots that are current and representative of your vocal range.