



# Uni-versal Extras

## Welcome Pack



Pinewood Studios



0345 0090 344



[www.universalextras.co.uk](http://www.universalextras.co.uk)



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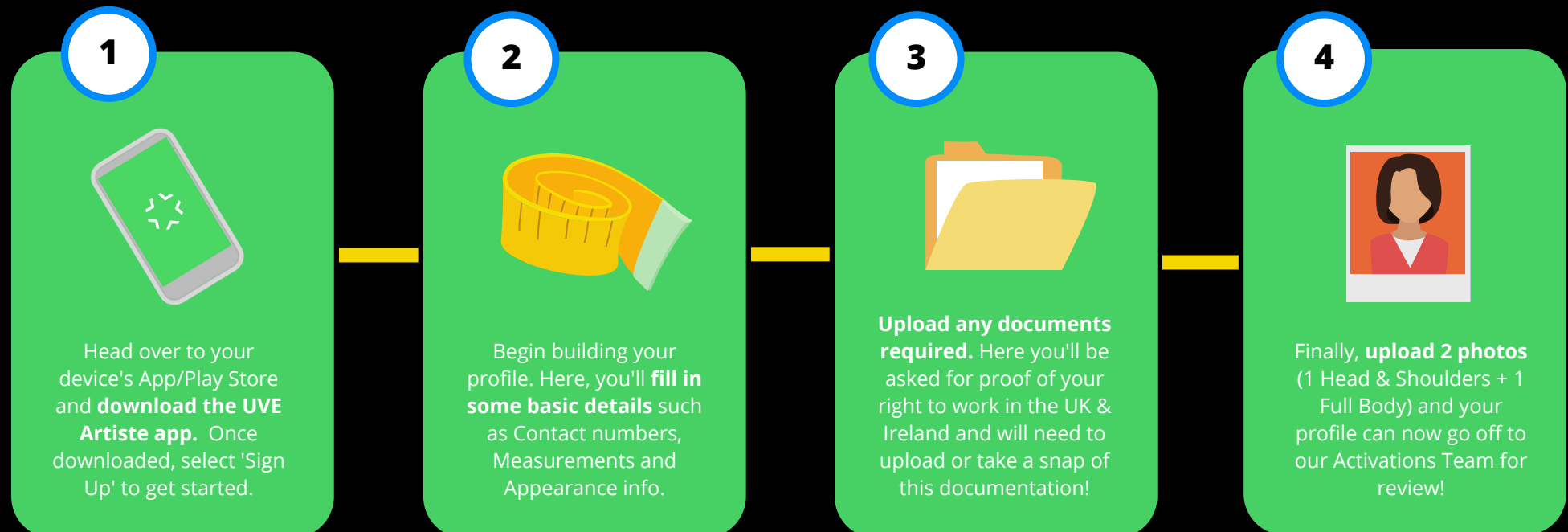
# About Us



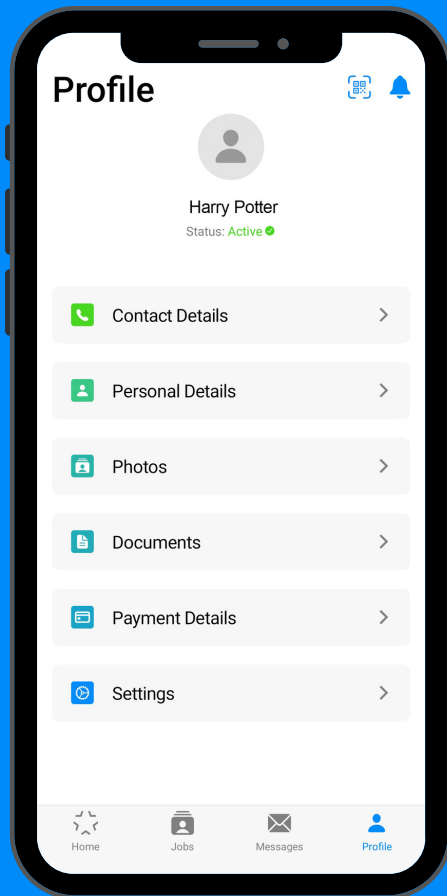
*Uni-versal Extras ('UVE')* is a TV, Film & Commercial Extras agency based at Pinewood Studios. Since 2005, we've worked hard to build a reputable database of wonderful Artistes all across the UK and Ireland.

Originally starting as a service *exclusively* for students, in 2007 we branched out to include all adults with the right to work in the UK or Ireland. Since then, we've worked with many, many major studios and production companies to help create on-screen worlds in some of your favourite fictional universes. Why not come along with us for the journey?

Don't worry! We've made the **sign-up process** as quick & easy as possible. It goes a little something like this...



# Creating Your Profile



**Your profile is everything!** OK, not quite *everything*, but it is certainly the most important factor when it comes to securing work as an Extra or Supporting Artiste.

When we use the word '*profile*', we're simply referring to the information that is stored on our database that helps us submit you for casting briefs. Hair colour, height, skills, experience - things like that. You will control and update all of this via our **UVE Artiste App**.

To complete your basic profile so it's ready for review, you will only be required to upload **2** photos, provide proof of right to work in the UK, and fill out some basic information:

- 1 **Contact Details**
- 2 **Personal Details > Measurements**
- 3 **Personal Details > Appearance**

You can come back and fill in the more advanced sections (Sports Skills, Pets, Transport, etc.) once you have finished the basic registration.

Remember that more info means more chance of scoring great roles, so fill in as many fields as you can - you can come back and update your profile at any time!



# Profile Photos

We want to secure you the best possible chance of work - that's why we have to be quite so picky about **profile photos**.

Any time we put you forward for a role, your photos get put in front of production staff and sometimes even the Director themselves. Based on what they see, they'll make a call on whether they'd like to cast you in their production or not.

To go forward for castings, you'll need a minimum of 2 approved photos on your profile:

## REQUIREMENTS

- HIGH QUALITY ✓
- PLAIN BACKGROUND ✓
- LOOKING INTO CAMERA ✓
- PLAIN, UNRESTRICTIVE CLOTHES ✓
- NATURAL LIGHTING ✓
- NO DISTRACTING SHADOWS ✓



### 1 Standard Head & Shoulders

A clear, high-resolution headshot (similar to a passport photo) on a plain background.



### ... and 1 Standard Full Body

A clear, head-to-toe shot (including feet) on a plain background.



## TOP TIP

It's crucial that profile photos are clear, so a good rule of thumb is to think **full-body passport photo**.

Profile photos can be taken with any **high-quality camera phone** and uploaded directly from your device's **camera roll**.

# Uploading Photos / Documents

## WANT PHOTOS ACCEPTED FIRST TIME?

- AVOID** Scanned, cropped or group photos
- AVOID** Sunglasses, hats or distracting accessories
- AVOID** Background clutter (such as light switches, sockets, door frames etc.)
- AVOID** Edited or heavily filtered photos
- AVOID** Watermarks, logos, image text, etc.

Once you've uploaded your profile photos, they'll be zipped over to our Artiste Support team for **quality and content moderation**.

You'll be able to keep an eye on the status of each upload by viewing the icon at the top right of the photo itself within your profile's **Photos** section:



= PENDING APPROVAL



= APPROVED

Documents must be under 2MB and uploaded in the following formats:



Photos that don't pass our moderation check will automatically be taken down - but don't worry, you'll receive an email explaining why we couldn't accept it so you can try again!

Before you reach the photo stage, you will be prompted to prove your right to work [RTW] in the UK & Ireland by uploading suitable documents to your profile.

What is required will depend on your citizenship status - simply select if you are a **UK Citizen**, **EU/EAA Citizen + Swiss** or a **Non-EU Citizen** and we'll let you know the document combination you'll need to provide.

After you've uploaded RTW documents, you will also be able to use this section to upload additional documents such as **Basic Disclosure Certificates, Driving Licence/Passport scans, Change of Name Documents** & more!

*(Please note that, sadly, if your visa doesn't allow you to work on a self-employed basis then you will not be able to work with us.)*





# Students

As a company created especially *for* those working around school schedules, students still hold a very special place in our heart here at Uni-versal Extras. So much so, in fact, that when providing proof of full-time studies, membership with us is **absolutely free!**

Full-time students therefore gain free access to the full range of UVE benefits, such as:

- ✓ **Fun, varied work with uniquely flexible hours**
- ✓ **Priority Casting over all un-activated members**
- ✓ **Access to the UVE Artiste App to view/manage all bookings in fully-integrated digital diary**
- ✓ **Uploading up to 10 Profile Photos**
- ✓ **Full Jobs Board Access & Artiste Support**



**Please note that free membership sadly cannot be extended to:**  
*Part-time students, students enrolled in 'Sandwich' courses or at Non UK or Irish institutions and those taking part in Apprenticeship schemes.*

## What counts as Student 'Proof'?

To register for free, you'll need to upload proof of your student eligibility to the **UVE Artiste App Documents** screen.

You may upload:

**1**

### A Valid Student Card



This must be issued by your institution and cannot be an NUS/ISIS card. Student cards must clearly state both your name and either an expiry or graduation date.

**2**

### An Eligibility Letter



A headed letter from your university/college admin team. This letter must confirm your full-time student status, state course title + expected graduation date, and be officially signed or stamped by your organisation. We cannot accept offer/enrolment or finance letters.

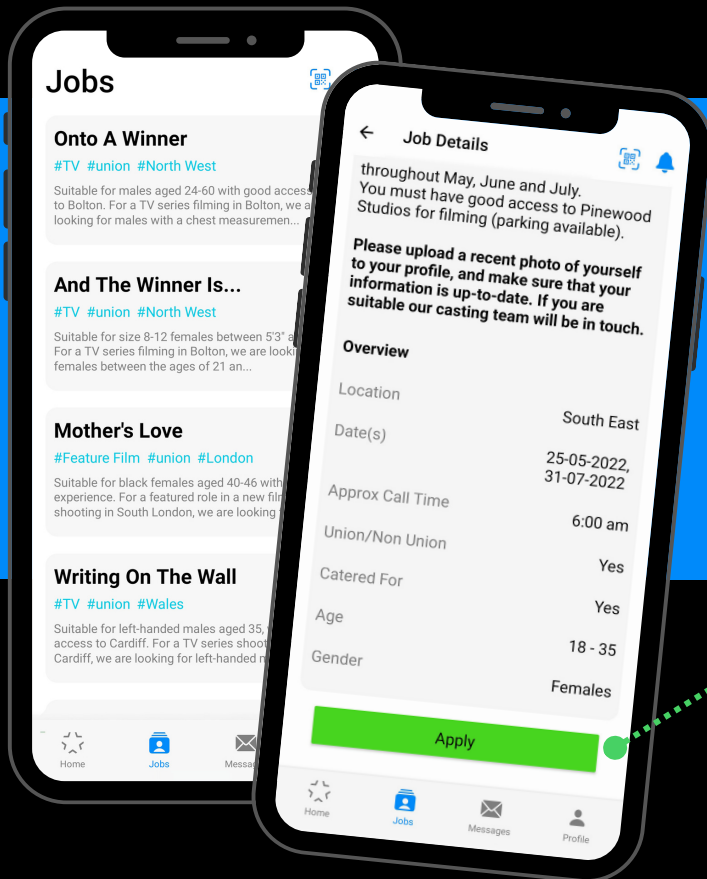
**5**

# Jobs & Bookings

## TOP TIP

Head to the Contact Details section to add Job Location Preferences - you can then opt-in to hear from us when new roles near you go live. (Simply make sure to enable push notifications in your phone's settings!)

Being an Artiste with UVE means that we will always reach out when an appropriate opportunity crops up - however, in the *mean time*, you can submit yourself for work via our daily-updated **Jobs** area. Each post will explain the following...



The General Filming Location

The Pay Rate

The Type of Production

## Onto A Winner

PACT

#TV #union #North West

Suitable for males aged 24-60 with good access to Bolton. For a TV series filming in Bolton, we are looking for males with a chest measuremen...

More Detail on the Role

Make sure you read the **role requirements** carefully, and if you're a great fit, click the green button to apply!

If we have reached out to you and pencilled or booked you for a role, you will then be able to keep track of these bookings from the home screen of the UVE Artiste app.



# Getting Paid



Never fear. All UVE financial data is stored in a **certified, safe and secure database.**

Thanks to our **28-Day Payment Promise**, UVE payments will land in your bank account **between 7 and 28 days** of completing paid work with us.

For the quickest, easiest payment, it's very important that you enter your correct bank details in the UVE Artiste App. Sadly, we can accept no responsibility if you provide incorrect information, and errors can often mean late payment and *sometimes* even additional charges (and we don't want those!) Take a look at our **Terms and Conditions** for more details on this.



## Tax Status

When working as an Extra, HMRC view your tax status as self-employed.

That means that Tax and National Insurance will not be deducted from your pay.



## Remittance Slips

You can access your Remittance Slips in-app by heading to the Documents part of your profile.

Remittance slips will be generated shortly before or after a payment is made to you.



## Commission

As UVE is an agency, there is a 18% commission deducted from anything our Extras make.

This is fixed & is subject to VAT as instructed by HMRC.

# Glossary

Film terminology to help you behave like a seasoned pro on any film set!

## 1st positions

Your starting position before filming begins

## a take

Recording of a whole scene or a section within a scene

## action

Called to indicate start of filming

## background action

Call for the Extras to begin acting

## booked

The production has selected you and filming is confirmed

## check-in

The prompt time and place you need to meet on set at the location

## chit

A digital or hard copy form that breaks down your pay for the day

## cut

Stop filming

## dining bus

Place where you will eat and wait till you are called

## from the top

Starting the scene again from the beginning

## hold the red

Going for another take of the scene

## pencilled

We have confirmed your availability and your details are with the production so that they can decide if they would like to book you or not

## red light

Don't enter as filming is going on

## rolling

Film is running in the camera

## salary voucher

Similar to a 'Chit' but you will not receive a copy (you should keep notes)

## signing-off

Term used to make sure that the Chit has been signed and correctly filled in

## sound of a bell

One bell sound means shooting. Two bell sounds for "Cut" / end of filming

## director

Makes final decision on filming

## 1st AD

Helps to make sure filming runs as smoothly as possible

## 2nd AD

Part of his job is to hire the Extras

## 3rd AD

An assistant to the 1st AD

## AD

Assistant to the Director

## wrangler

Helps co-ordinate the Extras and background staff

## runner

A hands-on and hard-working assistant



Looking for the right department? Let us help you...

# Who to Contact



## GENERAL

Artist Support  
enquiry@universalextras.co.uk  
0345 0090 344 (option 3)  
Available Mon-Fri, 9am-5.30pm



## REGISTRATION

Activations Team  
activations@universalextras.co.uk  
0345 0090 344 (option 2)  
Available Mon-Fri, 9.30am-5pm



## JOBS

Casting Team  
0345 0090 344 (option 1)  
Available Mon-Fri, 10am-7pm



## ACCOUNTS

Accounts Team  
payroll@universalextras.co.uk



## DATA REQUESTS

data@universalextras.co.uk



## EMERGENCIES

Out of Casting Hours Only  
07903 747 452

## NOTE

The Emergency line is **ONLY** to be used for when you have been booked on a role and you are calling outside of Casting Team hours.