



Uni-versal Extras

Welcome Pack



Pinewood Studios



0345 0090 344



www.universalextras.co.uk



Contents

About Us	01
Creating Your Profile	02
Profile Photos	03
Uploading Photos / Documents	04
UVE Listing Fee	05
Jobs & Bookings	06
Getting Paid	07
Glossary	08
Who to Contact	09

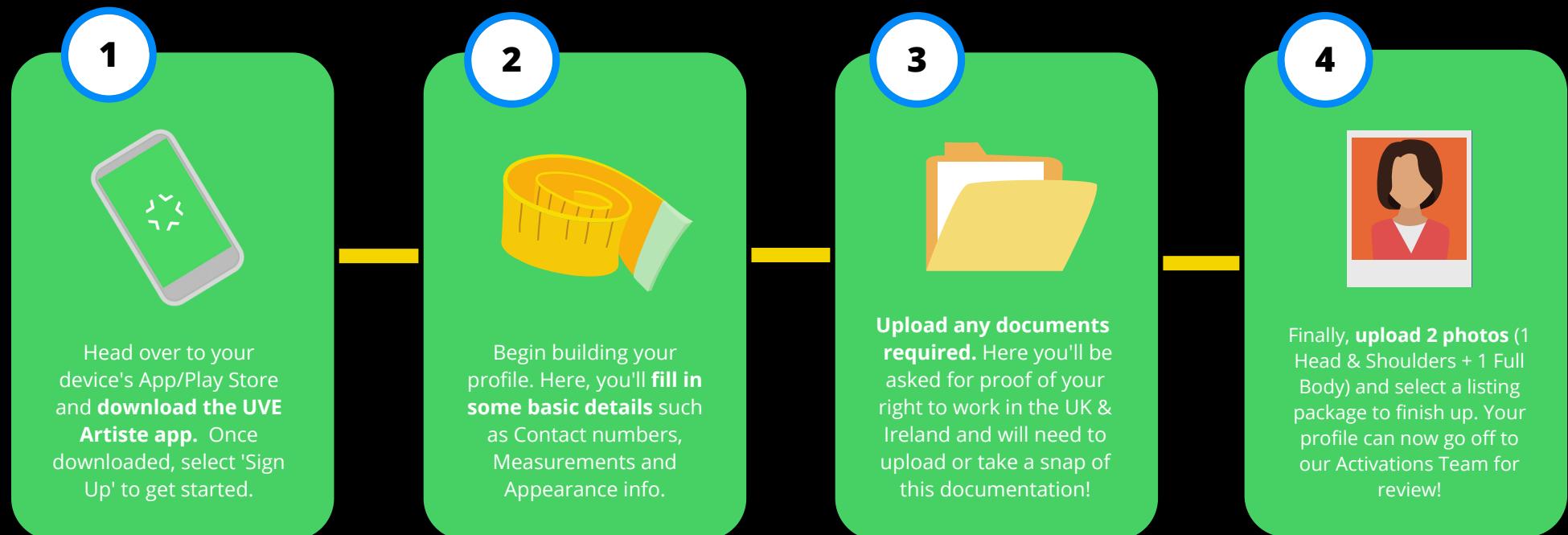
About Us



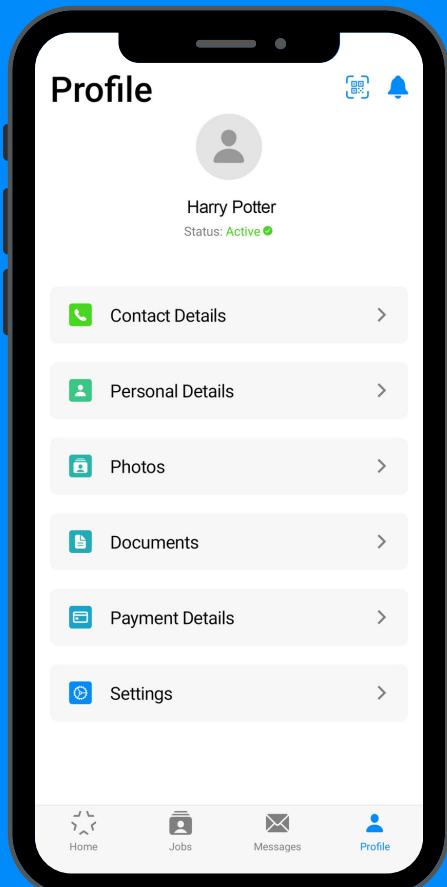
Uni-versal Extras ('UVE') is a TV, Film & Commercial Extras agency based at Pinewood Studios. Since 2005, we've worked hard to build a reputable database of wonderful Artistes all across the UK and Ireland.

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:



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.

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



PDF



JPG



PNG

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

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.)



UVE Listing Fee

The UVE Listing fee refers to the admin cost for us to host your details on our UVE database. In full, this is an annual fee is **£60***, but paying in advance will get you a significant discount (and a few other benefits!)

FREE

Students

Students can list with UVE for free when providing proof of full-time studies (such as a student card or an official letter from your institution confirming full-time attendance and course information).

£25

Earlybird

An upfront price presented to you *only once* during your initial registration!

Upfront

Pay any time between registration and your first booked job with UVE

£30

Later

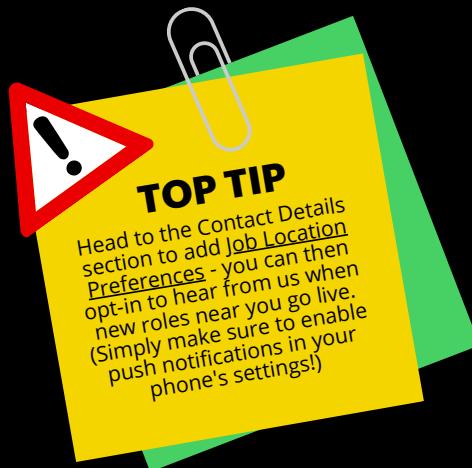
We'll try to get you roles for free and instead take £60 from your first UVE wage packet (although we *will* prioritise paid members!)

£60

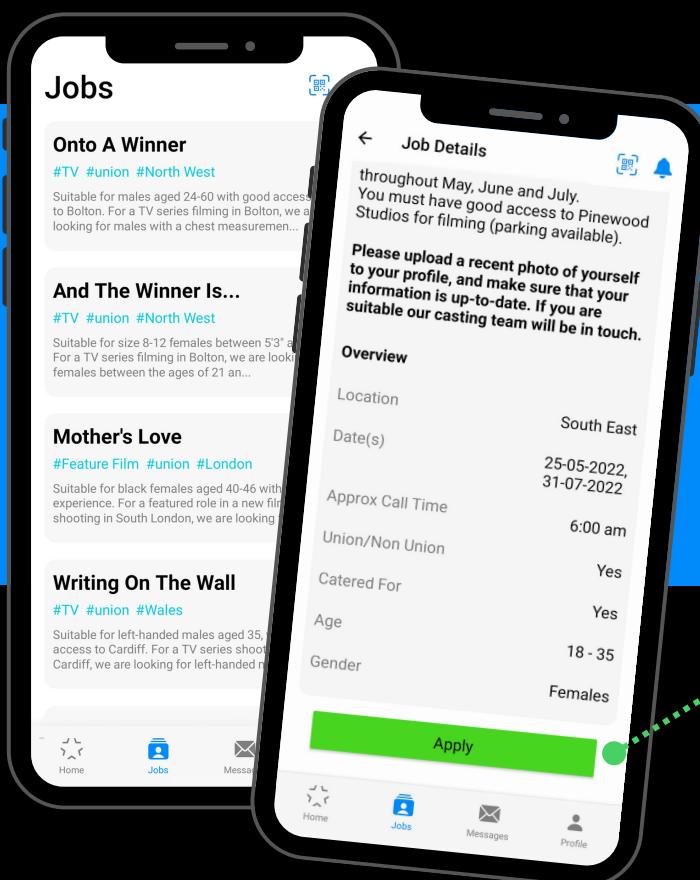
	Students £0	Earlybird £25	Upfront £30	Later £60
Priority Casting	✓	✓	✓	✗
Discounted Listing	✓	✓	✓	✗
Upload 10 Profile Photos	✓	✓	✓	✗
Access to the UVE Artiste App	✓	✓	✓	✓
Full Jobs Board Access	✓	✓	✓	✗
Artiste Support	✓	✓	✓	✓

**Please note that multi-year listing packages are also available.*

Jobs & Bookings

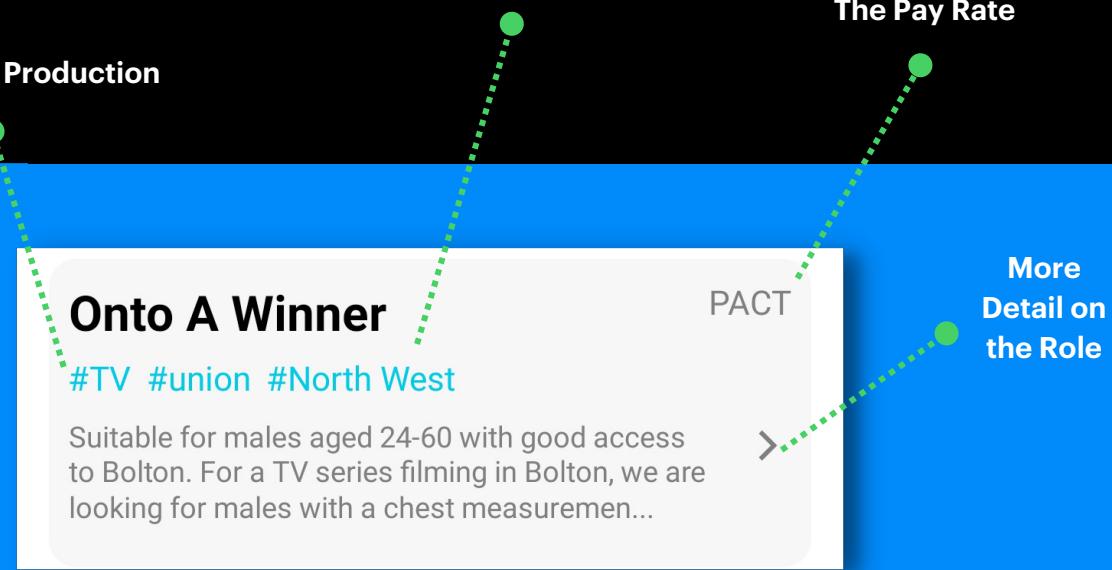


Being an Artiste with UVE means that we will always reach out when an appropriate opportunity crops up - however, in the *mean time*, you can submit yourself for work via our daily-updated **Jobs** area. Each post will explain the following...



The General Filming Location

The Type of Production



The Pay Rate

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**.

Typically, you can expect to receive payment for your time on set **between 2 and 8 weeks** of the filming date.

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 16% 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

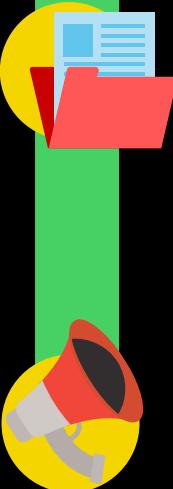


ACCOUNTS

Accounts Team
payroll@universalextras.co.uk

REGISTRATION

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



DATA REQUESTS

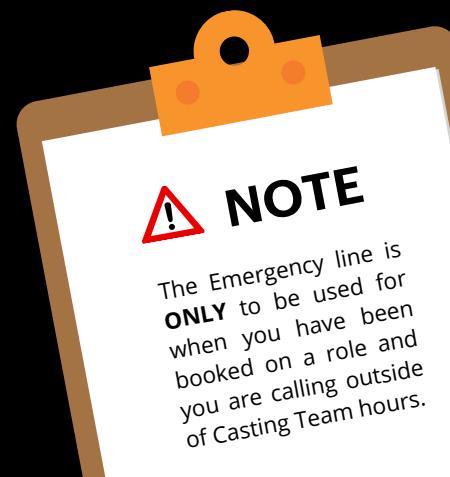
data@universalextras.co.uk

JOBs

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

EMERGENCIES

Out of Casting Hours Only
07903 747 452



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.