

FilmLab Academy Agency Representation Agreement

Version: 1.3 AUDITED

Purpose: Agreement for current FilmLab Academy students and parents/guardians to authorise FilmLab Academy to act as a limited, non-exclusive agency/representative for suitable casting, performer and production opportunities.

1. Parties and Eligibility

Provider / representative: FilmLab Academy

ABN: 42 617 037 715

Contact: Please use the main FilmLab Academy contact details or contact form published on the FilmLab Academy website.

Student / performer name: _____

Date of birth: _____

Parent/guardian name, if under 18: _____

Student/guardian email: _____

Student/guardian phone: _____

Class enrolled: _____

This agreement is available to current FilmLab Academy students only, unless FilmLab agrees otherwise in writing.

For students under 18, a parent or guardian must sign this agreement.

2. Purpose

This agreement authorises FilmLab Academy to act as a limited, non-exclusive representative for the student for suitable casting, performer, creative and production opportunities where appropriate.

FilmLab may assist with:

- agency onboarding
- casting platform setup or linking
- profile readiness checks
- sharing approved performer materials
- submitting the student for suitable opportunities
- communicating with casting directors, producers or production contacts
- confirming audition and booking details
- keeping required compliance records
- administering lawful commission where permitted

FilmLab does not guarantee submissions, auditions, callbacks, bookings, paid work, representation outcomes or casting results.

Casting decisions are made by producers, casting directors and production companies.

3. Non-Exclusive Representation

This representation is non-exclusive.

The student may:

- have or obtain an external agent
- seek opportunities independently
- be submitted by a parent/guardian where appropriate
- withdraw consent for future representation by FilmLab in writing

The student or parent/guardian must tell FilmLab if the student has an external agent or if agent status changes.

FilmLab will not charge commission where the student has an external agent.

4. Authority to Represent, Submit and Communicate

The student or parent/guardian authorises FilmLab to:

- submit the student for suitable casting, production or creative opportunities where appropriate
- share necessary performer materials, including name, age range, headshots, CV, showreel links, self-tapes, measurements, credits, skills and contact information
- communicate with producers, casting directors, agencies, production companies and platform representatives about the student
- receive and pass on audition information, role briefs, sides, production details and booking information
- confirm role, location, schedule, payment and production requirements where a booking is offered
- maintain records required for compliance and internal administration
- receive performer money only where directed or required by the production arrangement and remit it in line with applicable requirements

FilmLab may decline to submit or forward the student where FilmLab considers that a role is unsuitable, unsafe, incomplete, unclear, inconsistent with the student's profile, not compliant, outside staff capacity, or otherwise inappropriate.

5. Required Documents Before Representation or Submission

Before FilmLab provides agency representation or submission services, the student or parent/guardian may be required to complete or receive:

1. Information Statement for Work Seekers, Models and Performers
2. FilmLab Information Statement Acknowledgement
3. FilmLab Agency Representation Agreement
4. FilmLab Casting Support Subscription Terms & Acknowledgement, if using the optional Casting Support Subscription
5. Any platform-specific consent or profile setup forms
6. Parent/guardian consent where the student is under 18

FilmLab may be unable to represent, submit, or share the student's materials until required documents and consents are complete.

6. Agency Onboarding and Platform Setup Fee

The **Agency Onboarding** fee is a one-time \$50 administration and setup fee.

This fee may cover:

- agency onboarding administration
- platform setup or setup assistance

- linking the performer to FilmLab's agency/representative profiles where required
- checking profile information, headshots, CVs and showreel links
- collecting and saving signed documents
- adding the student to compliance records
- setting up communication pathways
- checking whether platform profiles are active, linked and usable

This fee is not payment for auditions, role submissions, finding work, callbacks, bookings, paid work, representation outcomes or guaranteed casting outcomes.

This fee does not include third-party platform fees, paid platform upgrades, professional headshots, showreel production, self-tape filming, editing, coaching or external service fees unless separately agreed in writing.

7. Required Casting Platforms and Third-Party Platform Fees

As part of Agency Representation, the student/parent agrees to maintain active, accurate and usable profiles on the key casting platforms required by FilmLab, currently including:

- Altai
- Showcast
- Casting Networks

These platforms are required because FilmLab may need them to submit students through practical agency channels where suitable.

Current platform understanding:

- Altai is currently understood to be free for performers where applicable.
- Casting Networks may have free and paid options.
- Showcast is a paid performer platform and must be active if required for submission.

Third-party platform fees, subscriptions, upgrades or paid features are not included in FilmLab's Agency Onboarding fee or Casting Support Subscription.

Parents/students are responsible for paying third-party platform fees directly unless FilmLab agrees to facilitate payment and on-charge the cost.

FilmLab may still be the submitting agency or representative even where the parent/student pays a platform fee directly.

If a required platform profile is inactive, unpaid, incomplete, inaccurate or not linked, FilmLab may be unable to submit the student through that platform.

Future platform requirements will be discussed with the student/parent before any new paid platform setup or paid platform requirement is introduced.

FilmLab does not guarantee acceptance onto, access to, or ongoing availability of any third-party casting platform.

8. Casting Support Subscription Relationship

The Casting Support Subscription is separate from this Agency Representation Agreement.

Casting Support is an optional monthly support service for audition preparation, self-tape feedback, casting material readiness and profile presentation support.

Students do not need to subscribe to Casting Support for FilmLab to represent or submit them where suitable, subject to role fit, consent, required platform readiness, deadlines, capacity and compliance requirements.

Casting Support is not payment for representation, submissions, auditions, callbacks, bookings, paid work or guaranteed outcomes.

9. Forward-Only Consideration

Forward-Only Consideration is available for represented FilmLab students who have completed Agency Onboarding, required documents and required casting platform readiness, but who do not subscribe to the optional Casting Support Subscription.

Forward-Only Consideration is for represented/onboarded students who already have complete, ready-to-submit materials and do not require audition preparation support.

Forward-Only Consideration does not include Casting Support services such as self-tape feedback, audition preparation notes, wardrobe/makeup/slate guidance, chasing missing materials, correcting links, editing, uploading, filming, priority communication or active audition support.

Students using Forward-Only Consideration must provide complete materials correctly and on time.

Forward-Only Consideration is subject to role fit, consent, deadlines, capacity and compliance requirements.

10. Commission on Paid Work

If the student has an external agent, FilmLab charges **0% commission**.

If the student does not have an external agent, and FilmLab is the submitting agency for a paid booking, FilmLab may charge **up to 10% commission** on that paid booking, where permitted and agreed in the relevant documents.

FilmLab does not charge commission on unpaid roles.

No double commission applies.

Commission is only applied to FilmLab's lawful commissionable amount, not to third-party platform fees, travel reimbursements, meal allowances or unrelated payments where excluded by applicable rules.

If there is uncertainty about agent status, agent-of-record, payment treatment or commission, FilmLab may pause invoicing, deduction or payment administration until the issue is clarified.

11. Booking Notices, Performer Funds and Financial Statements

Where the student is offered or books a role, FilmLab may request or confirm:

- project name
- production company or employer
- role
- location
- engagement dates
- payment rate
- payment entity
- payment terms
- production contact
- special requirements

- whether the student has an external agent

Where required, FilmLab will issue or retain booking notices, financial statements and payment records.

Where possible, productions should pay the performer directly.

If FilmLab receives performer money, FilmLab will treat performer funds as performer money, less any agreed and lawful commission, and will manage payment in line with applicable requirements.

12. Performer and Parent/Guardian Responsibilities

The student or parent/guardian agrees to:

- provide accurate and current information
- tell FilmLab if contact details, agent status, platform access or availability changes
- maintain active, accurate and usable profiles on required casting platforms where needed for agency representation
- provide truthful CV, credit, skill and measurement information
- ensure materials supplied to FilmLab are owned by or authorised for the student to use
- respond promptly where deadlines are time-sensitive
- obtain parent/guardian approval for minors before submissions or bookings proceed
- follow platform rules and production requirements
- advise FilmLab of any safety, medical, travel, availability or content concerns

13. Privacy, Media and Student Materials

FilmLab may collect and use student information for agency representation, casting submissions, platform setup, record keeping, compliance, communication and related FilmLab purposes.

Student information may include name, age range, contact details, parent/guardian details, headshots, videos, CV, showreel links, measurements, skills, credits and availability.

FilmLab will only share student information where reasonably required for representation, casting, submission, booking, compliance or related FilmLab purposes, unless otherwise authorised or required by law.

For students under 18, parent/guardian consent is required before sharing personal details, images, videos, CVs or showcase materials.

14. Suspension or Termination

FilmLab may pause or end representation where:

- the student is no longer a current FilmLab student, unless otherwise agreed in writing
- required documents are incomplete
- consent is withdrawn
- required platform profiles are inactive, unpaid, incomplete, inaccurate or not linked
- the student has an external agent and FilmLab's role becomes unclear
- information provided is false, misleading or outdated
- there are safety, behaviour, capacity, compliance or conflict concerns
- FilmLab believes continuing representation is not appropriate

The student or parent/guardian may withdraw authority for future representation by FilmLab in writing.

Withdrawal does not necessarily cancel submissions already made, but FilmLab will stop future submissions once withdrawal is processed where practical.

15. Acknowledgement

By signing below, I acknowledge and agree that:

- I have read and understood this Agency Representation Agreement.
- I authorise FilmLab Academy to act as a limited, non-exclusive representative for suitable casting, performer, creative and production opportunities.
- I understand Agency Onboarding, required documents and required casting platform readiness may be required before FilmLab can provide agency representation or submission services.
- I understand Casting Support is optional and is not required for FilmLab to represent or submit the student for suitable roles.
- I understand neither Agency Onboarding nor Casting Support guarantees submissions, auditions, callbacks, roles, paid work or casting outcomes.
- I understand the student/parent must maintain active, accurate and usable profiles on the required casting platforms, currently including Altai, Showcast and Casting Networks, where needed for representation or submission.
- I understand third-party platform fees are separate from FilmLab fees.
- I understand FilmLab may charge up to 10% commission on paid bookings where permitted and agreed, and 0% commission applies where the student has an external agent.
- I confirm the information provided is accurate and current.

16. Signatures

Student name: _____

Student signature: _____

Date: _____

Parent/guardian name, if under 18: _____

Parent/guardian signature: _____

Date: _____

FilmLab representative name: _____

FilmLab representative signature: _____

Date: _____