

FilmLab Academy Forward-Only Submission Checklist

Version: 2.4 AUDITED

Purpose: Checklist and acknowledgement for represented FilmLab students who have completed Agency Onboarding but do not subscribe to the optional Casting Support Subscription.

Forward-Only Consideration

For represented FilmLab students who have completed Agency Onboarding but do not subscribe to Casting Support

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

Students do not need to subscribe to Casting Support to be represented or submitted for suitable roles where appropriate.

Forward-Only Consideration is subject to role fit, student or parent/guardian consent, deadlines, staff capacity and compliance requirements.

FilmLab cannot guarantee that a student will be submitted, auditioned, shortlisted, cast or paid.

What Forward-Only Consideration Includes

Forward-Only Consideration may include basic forwarding of complete, ready-to-submit materials where appropriate.

This pathway does not include Casting Support services such as:

- self-tape feedback
- acting notes
- audition preparation notes
- movement or physicality guidance
- wardrobe, makeup or slate guidance
- chasing missing files or links
- correcting file names, formats or links
- editing, compressing or uploading videos
- audition coaching
- priority communication
- active audition support

Students who want feedback, preparation notes or ongoing casting material support may review the optional Casting Support Subscription.

Agency Onboarding and Platform Readiness

Forward-Only Consideration does not remove any agency onboarding or platform requirements that apply where FilmLab is acting as the student's submitting agency or representative.

Students/parents may still need to complete Agency Onboarding, required documents and required casting platform setup before FilmLab can submit through agency channels.

Required platforms may include Altai, Showcast and Casting Networks.

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

Any future paid platform requirement will be discussed with the student/parent before a new paid platform setup is required.

Required Materials

Before sending materials, please check that you have included everything below.

Required materials may include:

- unlisted YouTube link to your self-tape, unless another format is specifically requested
- PDF acting CV
- two JPG headshots
- reel link, if available
- any requested sides, documents or production-specific information
- parent or guardian consent if the student is under 18

Video Link Requirements

Preferred method:

- upload the self-tape to YouTube as an unlisted video
- check that the link works before sending
- make sure the video is not set to Private
- make sure the audio is clear
- make sure the student's face is visible and well lit
- make sure the video is the final version intended for forwarding

File Naming Requirements

Use clear naming so the casting team can identify the student and role quickly.

Recommended format:

NAME_LASTNAME_ROLEOFCHARACTER

Example:

JANE_SMITH_ROLEOFJOHN

If sending multiple takes or scene files, use simple labels such as:

- `Scene1_Take1`
- `Scene1_Take2`
- `Scene2_Take1`

If sending files in a zip folder, name the folder:

Name_Lastname_Role_Project

File Format Requirements

Only send files directly if a YouTube unlisted link is not suitable or if the production specifically requests files.

Recommended file format:

- MP4
- H.264 codec
- 1080p
- maximum 300MB per file where possible

Deadline Requirement

Please send all materials at least 1 hour before the casting submission cut-off where practical.

Late, incomplete or incorrectly formatted materials may not be able to be forwarded.

FilmLab will do its best to assist where practical, but Forward-Only Consideration relies on students providing complete and correct materials on time.

Processing Time

Forward-Only Consideration is usually processed within approximately 24 hours where practical.

This is not guaranteed and may depend on:

- production deadlines
- staff capacity
- whether the materials are complete
- whether the role is suitable
- whether consent, documents and platform requirements have been completed

Where to Send Materials

Current students using Forward-Only Consideration will be given the correct FilmLab submission contact details when required.

For general questions, please contact FilmLab Academy through the website contact form or the main contact details listed on the FilmLab website.

Compliance Acknowledgement

Before FilmLab provides agency representation, casting support or submission services, students or parents/guardians may be required to:

- receive the Information Statement for Work Seekers, Models and Performers
- sign the FilmLab Information Statement Acknowledgement
- sign the FilmLab Agency Representation Agreement where FilmLab is acting as agency/representative
- provide permission for FilmLab to share necessary personal information and audition materials for casting purposes
- complete required casting platform setup or linking where needed

For students under 18, parent or guardian consent may be required before materials are shared.

Commission on Paid Work

If a 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, and no double commission applies.

Final Checklist Before Sending

Please confirm:

- I am a current FilmLab Academy student.
- I have completed Agency Onboarding where FilmLab is submitting me as agency/representative.
- Required documents and platform readiness have been completed where applicable.
- My self-tape is final and ready to submit.
- My YouTube link is unlisted, not private.
- My video link works.
- My video has clear audio.

- My face is visible and well lit.
- My file naming follows the required format.
- My PDF CV is included.
- Two JPG headshots are included.
- My reel link is included, if available.
- Any production-specific materials are included.
- My materials are being sent at least 1 hour before the cut-off where practical.
- Parent or guardian consent has been provided if I am under 18.
- I understand this pathway does not include Casting Support services such as feedback, preparation notes, chasing, correction, filming, editing, uploading or priority support.
- I understand FilmLab cannot guarantee submission, auditions, roles, paid work or casting outcomes.

Forward-Only Acknowledgement

By using the Forward-Only pathway, I acknowledge that:

- the student has completed Agency Onboarding and any required representation documents where FilmLab is submitting them as agency/representative
- Casting Support Subscription is optional and is not required for FilmLab to consider forwarding suitable materials
- Forward-Only 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, priority communication or active audition support
- all materials must be complete, accurate, accessible and submitted on time
- FilmLab may be unable to forward incomplete, late, inaccessible or unsuitable materials
- Forward-Only does not guarantee submissions, auditions, callbacks, roles, paid work or casting outcomes

Student name: _____

Parent/guardian name, if under 18: _____

Signature: _____

Date: _____