

Applying with Leesa Robinson , 2020,

LEESA ROBINSON AGENCY (LRA) IS THE FIRST AND ONLY MODELING AGENCY TO DISPLAY OUR TALENT IN A MOVIE TRAILER THEME.

#### WHAT IS A TRAILER?

Our specialized videographer will display you in a movie trailer just like the movie trailers you see to captivate your interest. We at **LRA** chose this avenue because the client is able to visualize our talent in all genres' regarding the range of our talent's ability.

#### WHAT DO I DO 1ST?

Fill out our brief information page. Include a short description of yourself. PLEASE INCLUDE ALL PIERCINGS, TATTOOS, SCARS, DISABILITIES, GLASSES, CONTACTS, BRACES, ETC. Send 30 photographs of yourself, which should include 1-3 Mandatory: **Absolutely no photo shop pictures will be considered!** 

- 1a. Head Shot Less make up is better! Please smile to show teeth! Please provide profile picture, mandatory! This picture will be considered 1b.
- 2a. Body Shot Anterior (in a bathing suit) please provide posterior picture; this will be considered as picture 2b.
- 3. High Fashion Shot (at your best) ex: editorial / avant-garde.
- 4. Photographs 4 30 at your discretion.

## When you submit a personal Snap-Shot of yourself including selfie's etc., make sure that the file size is at least 1mb, 1.5mb is preferred in a file size; clear resolution and no editing.

**REQUIREMENTS:** LRA represents candidates for television, music, catalog, film, sports, theater, and within all genres of the entertainment industry. We cannot express enough to please write down every talent you have, you never know when that one day your talent fulfills the job description being offered.

Please keep in mind that we here at **VSA** receive thousands of applications daily.



## DO YOU HAVE TO BE A CERTAIN HEIGHT, WEIGHT OR HAVE A SPECIFIC LOOK TO BECOME A HIRED TALENT AT LRA?

It is our commitment to announce that, we will always accept applications from individuals of all nationalities, ages, body shapes, heights, weights, sizes, and with special abilities.

**LRA'S** clientele asks our team to find talent in every aspect of life to fulfill the open position in which the client needs to secure. The *placement* of our talent is under the control of our clientele. If you believe you have what it takes to see your dreams come true, than, we are the Agency for you.

**LRA** will contact you with all the information that you need regarding the assignment at hand. You will have a set amount of time to respond back to the individual whom contacted you regarding the assignment from **LRA**. If you do not respond, **LRA** will move on to the next candidate. It is entirely up to you to commit to the job offered in a timely manner. This is usually within 24 hours, so be very diligent in checking your email.

## **GEOGRAPHICAL QUESTIONS:**

DOES IT MATTER WHERE I LIVE IN REGARDS TO WHERE THE ASSIGNMENT IS LOCATED?

No, the reason is, you are asked up front if you are willing to travel at a moments notice. When you apply, we ask up front which assignments you are willing to accept!

Our advice to becoming successful in this industry is to make sure that you are available to travel. If you do have to travel, the client will pay ALL your costs.

Our "Contracts of Assignments Department," the "**COAD**" will place our talent in front of our board of professional experts. After careful consideration, **VSA** will make a final decision upon the placement that most fits the talent in the fashion, television, advertising, film and entertainment industry around the globe.

So, while you are going on with your busy day working, sleeping, and playing we will be hard at work preparing the most specific individualized assignment for you.

## **EXPERIENCE:**

Experience is definitely a plus, but not everyone needs to have it. It is more important to have the burning desire to succeed. Ask yourself these questions first... Do I have the determination to follow through to the final stage of the assignment? Can I be thick skinned when given constructive criticism?

Being successful is really about what you want. This will be determined by how much effort and commitment you are willing to put forth. This is one reason only a few succeed.

## **CHILD & FAMILY COMMITMENTS:**



\*Any Child under the age of 18 will be and must be accompanied by a parent/guardian or an 18 year old chaperone. It is your sole responsibility to provide your own child with the above mandatory provisions as referenced. Furthermore, LRA will be indemnified and held harmless from any and all possible occurrences.

#### WILL MY COMMITMENT INTERFERE WITH MY FAMILY & FRIENDS?

Yes, of course being committed as a child or adult candidate for LRA will interfere somewhat with your family and friends.

As a parent you will have to secure another means of childcare. If your child is selected you might consider home study. This way your child will not suffer.

**LRA'S** commitment is to be very diligent in assuring that you are dedicated as a parent/guardian to make the right choice for your child. The assignment will be discussed in great detail and must be agreed and signed by you as the sole parent/guardian. Any child under the age of 18 must follow these guidelines. You as the parent/guardian will be held fully responsible for your child during the time of your child's accepted assignment.

Our clientele fully understands that a child's school schedule is important and we are sympathetic to your child's needs. **LRA** and our clientele cannot guarantee that all assignments will work with your child's school schedule. So be prepared to make other arrangements. Child law guidelines are in place to assure your child gets breaks and only works so many hours in a day.

## **DOES MY CHILD NEED A PERFORMER'S LICENSE?**

YES, A Child Performer's License is required for all children of school age. If your child is selected and booked for an assignment, **LRA** will send you the assignment specifics, and a Child Performer's License application.

**LRA** will complete as much of your license as possible. It will be your responsibility to fill in the rest, sign it, and mail or walk it in directly to the U.S. Capital Department of Labor. Remember every state has different protocols. The state will issue and mail your license back to you.

It is your responsibility to use certified mail in returning your completed and approved license to IRA.

**NOTE:** There may be regional differences in how local authorities deal with Child Performer's Licenses. You can contact your local authority for further advice and instructions regarding needed requirements.

**NOTE:** Most all schools have the applications available to the public.



## WILL I BE ABLE TO VIEW MY CHILDS PHOTO'S ONLINE?

**NO**, Due to the Data Protection Act: This Act is set in place to protect people of all ages against images being shared by unauthorized parties.

Any and all images including the details are entrusted to LRA. It is LRA'S responsibility to ensure that this trust is respected and never taken for granted.

## HOW DO I REGISTER AT LRA, AND ONCE REGISTERED WITH LRA, WHAT DO I DO?

**LRA** asks that you first subscribe to our website at: <u>LeesaRobinson@gmail.com</u> !!! Our website is packed with news, updates and important upcoming events including all-calls. **LRA** features trailers of all of our contracted talent all around the world. We at **LRA** are excelling to be the best in the world! We cover all avenues of TELEVISION, FASHION, FILM, ADVERTISING, and all types of the ENTERTAINMENT GENRES.

## LRA ASSIGNMENTS:

Our clientele asks us for: female, male, and child talent, actors, dancers, singers, musicians, and animals. **VSA** promotes for all genres including; television, editorial work, theater, advertisements, fashion shows, film, promo events, the launching of a new product, and promotions of all types.

## **ELITE EVALUATION TEAM: "EET"**

We at **LRA** will present your application and photographs to our deciding Elite Evaluation Team EET; this exceptional panel of experts will rigorously evaluate and measure all of the details of your application. The **EET** will then place you in the appropriate genre that fits you and our clients needs and demands. Other considerations will depend on you and your ability to fulfill the commitment of the assignment. These things can include: travel, food, lodging, long hours, and your desire to finish the assignment.

Once you feel you can commit 100% to the assignment, **VSA** will offer you and our client a, "Contract of Assignments."

Once it is presented and signed, you will receive your, "Contract of Assignments," and a confirmation by certified mail and email. Please make a copy after **signing in blue ink only** and before returning the originals in our prepaid envelope. This will register you for the assignment and you will be held legally responsible as a candidate of **LRA. LRA** is always scanning for opportunities and options to place you for work. You must be willing to jump at a moments notice. Talent with this mindset is perfectly aware that life is full of possibilities, and must not be reluctant to commit to something that might well prove to be an exceptional possibility for their future.



#### ADMINISTRATIVE GUIDLINES:

After, our editorial review, you will be notified by email that you are a chosen candidate and will be asked to review all of **LRA'S** "Administrative Guidelines". This requires that every single page is read thoroughly and initialed, following with a signature.

#### CONTRACT:

Once guidelines are complete and reviewed by our EET, a contract will be presented to you via email. It is the talents responsibility to fully understand all terms and stipulations of the said contract. **LRA** will allow 10 business days to return initialed and signed contract. **LRA** recommends that talent seek out legal counsel in regards to the written and signed contract. If not returned within the 10-business days, **VSA** will discard your contract.

# WHAT IF I'M TOO BUSY TO ACCEPT THE ASSIGNMENT OR, I JUST DO NOT WANT TO PARTICIPATE.

**VSA** thrives and excels to achieve the highest quality of Safety, Reassurance, and Optimal working conditions for all of our talent. If you have work, educational, or other personal commitments that interferes with an assignment, or if you just do not want to do it, **VSA** will simply offer it to the client's second choice. This will not affect your chances of selection in the future. However, if this is a continual reoccurrence – you be will warned once, before you are eliminated.

Once you have accepted an assignment from LRA and agreed to all the terms and conditions, you are held to the specifics of your contract. This includes your awareness of your travel dates, which you are held liable to fulfill.

Now that you have entered into a contract with **LRA**, you have created a business relationship beginning on the date it was signed. You will also incur certain joint responsibilities, obligations and liabilities as part of this relationship. The terms and conditions of the agreement will specify when **LRA** can terminate the contract.

#### **RENEWAL OF CONTRACT:**

Six months prior to the end of the talents contract, the EET will do a thorough review of the talents performance. Once the review has been completed, **LRA** will offer a 3-year and/or 5-year, "New Contractual Agreement."



In case of an Emergency and the Talent has to cancel their shoot scheduled, the Talent is responsible for the financial loss incurred and will be deducted in their next payment schedule.

## CONTACT OUR HOTLINE @

1 (800) 000-0000

## **EMERGENCIES ONLY!!!**

## **TERMINATION OF CONTRACT:**

# WHEN THERE ARE DISAGREEMENTS CONCERNING THE TERMS & CONDITIONS OF YOUR CONTRACT:

The signing of a contract establishes the beginning of the relationship between two parties. Unless designated, by **LRA** that relationship will continue under the terms of the agreement.

LRA has the right to terminate any contract in regards to; misrepresentation, unfulfilled commitments, or requirements not met. By accepting your employment with LRA you agree and acknowledge that this is an exclusive arrangement and therefore it is a breach of your contract to work outside of the scope of VSA. VSA will take legal action and pull talent from assignment and charge the talent for all extra monies owed because of having to find a new talent to fulfill the assignment and/or a replacement model.

#### CAN I REGISTER WITH ANOTHER AGENT?

**NO**, once you have committed by signing a 5-year contract with **VSA**, your arrangement with us is exclusive. The only advice we give is, to check out every potential agency carefully before you consider our agency as your final decision. It is extremely important that you are fully aware: You are under a 5-year strict contract, in which you are held personally responsible to fulfill.

## In Regards to No Shows:

Regarding No Shows, VSA has a Zero Tolerance Policy in effect. Written and Verbal notification must be made within 72 hours before the event scheduled; which only includes family emergencies...



## **VACATIONS**

#### VSA NEEDS PRE-NOTIFICATION OF A MINIMUM OF 90 DAYS, PRIOR TO ANY PERSONAL VACATIONS THROUGH OUT YOUR CONTRACT.

## **Photographs:** LRA'S CONTRACTED PHOTOGRAPHER IN YOUR AREA:

- 1. Make sure all photos are up to date. (Keeping in mind, babies and children's looks and sizes change very quickly) Babies updated every few weeks, children updated every few months,
- 2. **Keep your portfolio up-to date. Adding new shots and experience monthly.** Adults and children must update their photos as their looks change. EX: hair color, braces, hair length, weight, and measurements. Remember to always update your personal information such as; address changes, contact numbers, vacations, and availability due to a new job. Please be diligent in following these measures. **LRA** would appreciate not wasting valuable time! If **LRA** finds an assignment for you and you do not look the same as your photos, you will have wasted valuable time in every department, and this **will** affect your next assignments.

LRA takes great pride in our Elite Photographers! Our photographers are trained and very aware of the photos and different looks that we mandate. By using our photographers on staff, you can be assured that your photos will not need to be redone. LRA will send an invoice with you to present to the photographer with the specific photos that are missing in your portfolio/trailer that LRA requires. It is your sole responsibility to be aware that you must utilize our professional photographer. It is your financial responsibility to pay and create your own portfolio with our contracted photographer. LRA does not make any monies what so ever in regards to any photography. This is your financial responsibility and only expense.

• When you hire our photographer we will provide you with a price sheet up front so there are no surprises. Remember utilizing our photographer, **LRA** guarantees that you will receive the exact photos mandated by **LRA** that is needed to finish your trailer and portfolio.

## CAN I CHANGE OR DELETE MY PHOTOS?

**No**, unfortunately you will not be allowed to change, delete, or upload any images. Remember it is under the discretion of our EET to change or delete any of the images. LRA'S contracted photographers are the only other mandated personnel to have rights regarding Photoshop changes to any and all of the images. If you have any questions about photographs that LRA has allocated to represent you, you may reach us by email with your



concerns. **LRA** will take into consideration your concerns and address them immediately. **LRA** will send you a response indicating if any changes were made due to your inquiry.

## WHAT TYPES OF PHOTOGRAPHS ARE ACCEPTED?

#### Absolutely no photo shopped photos!

#### Picture format:

Pictures can only be uploaded **jpg** and/or **png** format.

File size:

The maximum file size is 1mb. 1.5mb is preferred.

#### WHY CAN I NOT SEE MY PHOTOS?

Photographs can only be viewed if they have been successfully uploaded by our EET. Uploaded photographs have to be approved by our EET before they go live. Allow 5-7 working days for any changes to appear.

Any updated photographs that are awaiting approval will be viewed and approved with notice by email. If for any reason you do not hear back from our EET department your photographs were not received.

NOTE: Please notify the photographer immediately!

## WHAT DO I DO IF I'M HAVING PROBLEMS RECEIVING EMAILS?

If you're not receiving our emails, it may be because your account is set up to receive only plain text emails.

We send out emails that include graphics, called HTML emails.

To benefit from this and to make sure you receive our emails in the future, change your email settings to accept HTML emails.

The help settings in your email software should show you how to change this.

By using our trained and educated photographer will save you hundreds of dollars. Our photographers are very experienced and knowledgeable using VSA'S strict format. This way there is no guessing work in regards to what photos if any are needed. When you go to our contracted photographer, you can rest assure that the photographs taken will be EXACTLY what is missing for your trailer and portfolio to be completed.

## WORKING WITH OUR CONTRACTED PHOTOGRAPHERS:

By using our trained and educated photographers to build your perfect portfolio will end up saving you hundreds of dollars. Our photographers are very experienced and knowledgeable using a strict format eliminates any of the guesswork.



Our contracted photographers have been highly trained in regards to knowing exactly what pictures are mandated by **LRA**. If there are pictures needed to fulfill your trailer for your portfolio, you can rest assure that the photographs taken will be EXACTLY that.

Here are some hints and tips to make sure that your shoot goes smoothly. Always follow the rules below when working with photographers:

- Be punctual. Being on time is very important.
- Cell phones are **Never** allowed during your photo shoot.
- If under the age of 18 you must take a parent or guardian at least the age of 18 along with you.
- Never feel pressured to do anything that you do not feel comfortable doing.
- Whether it's a professional studio or on location, we at **LRA** will ensure that there is a separate changing area.
- LRA'S reputable photographers will NOT touch you.
- LRA advises you to NEVER sign a contract with any photographer outside of your contract.

# Before you work with our professional photographer, it's worth clarifying the nature of the arrangement.

#### WHO'S PAYING?

The TALENT pays the photographer UP FRONT & IN FULL BEFORE ANY SHOOTING TAKES PLACE FOR HIS/HER TIME AND THE IMAGES HE/SHE TAKES. Our photographer is educated and well aware of specifics regarding images, which are needed to fulfill your trailer and portfolio. The talent will be given an invoice with checked boxes needed for images, which are missing to create your perfect image. This invoice will include all pricing, which may vary regarding higher or lower costs incurred. We at **LRA are frugal in regards to keeping costs low.** It will be between you and our photographer to discuss any payment arrangements or discounts applied.

LRA DOES NOT MAKE ANY PROFIT WHAT SO EVER IN REGARDS TO ANY PHOTOGRAPHY! YOUR COSTS ARE CALCULATED AND PREARRANGED UP FRONT AND MUST BE SIGNED AND AGREED TO BEFORE SHOOTING BEGINS.

HOW SHOULD I LOOK?

\* Make sure that you arrive wearing either a button-up or zip-up sweatshirt. You do NOT want to be pulling a tight-necked shirt over a made up face and/or finished hairstyle.



- If stated in the photography invoice that we need a specific picture/pictures make sure you are fully aware of make-up preliminaries. We at **LRA** are capable for providing make-up artists and/or hairdresser's on site. Therefore, come with a clean face, and clean dried hair. It will be under the discretion of the make-up artist and hairdresser to provide the appropriate make-up and hairstyle throughout the photo shoot in regards to photographs needed per **LRA**. Do not wear any hats, scarves, or bandanas at time of preparation.
- If you hair isn't long enough to tie in a ponytail, hold it back with a clip or band.
- Look at magazines and catalogs to get some ideas to help you create the perfect image.

## Who submits my photos? It is the photographers' responsibility to submit all photos directly to our EET.

#### WHAT DO I BRING TO MY SHOOT?

\*Please check invoice on needed pictures. Bring appropriate outfits that pertain to the specifics.

#### I HAVE JUST FINISHED MY ASSIGNMENT. WHAT DO I DO NOW?

All talent is required to notify at start and finish of all assignments by email. You will check in and out of your assignment via email at VisionaryStarA@gmail.com. Failure to check in and out of your assignment will result in no pay.

#### HOW DOES A TALENT GET PAID?

Every assignment pay will be fully disclosed to our talent before committing and signing the said contract for the assignment offered through LRA.

## \*All talent contracted with LRA will be paid 80% gross revenue of all monies owed through each contracted assignment. Keep in mind each assignment pays different.

Depending on the industry and type of assignment that you are contracted through, **LRA** will determine the type of pay you receive. Talent must accept the final terms regarding the pay at time of signing. Clients shall pay **LRA** directly and within 30 days upon receipt, **LRA** will issue 80% of gross revenue to the talent via check. Furthermore, **LRA** authorizes talent full audit approval at the talents expense.



### **BEHAVIOR:**

## How am I supposed to act on location and/or on any job LRA sends me out on?

- With Class
- Self Respect
- Dignity
- Professional
- Courteous to all whom you are working with.
- Punctual
- Complete all Job Requirements
- Flexible schedule
- Comply with the requirements on location. Exceptions are in the case of inappropriate behavior, which looks like, someone who is disrespecting your space and boundaries.
- You need to be able to keep up with the pace of the job at hand.
- Respectful of other's boundaries.

## What does inappropriate behavior look like?

- Any type of sexual advances of any kind.
- Rude, vulgar language.
- No special favors are allowed ever.
- No additional jobs by another assignment will be allowed through another company on the same day as your assignment is scheduled. (No ADD-ON"S)
- Absolutely no Sexual Behavior is allowed with any of those individuals you are working with.
- Any type of verbal abuse will not be tolerated.
- There will be no aggressive behaviors or conduct in work environment.
- Sexual comments, unwanted touching is considered inappropriate.
- No viewing of pornography of any kind is allowed.
- Discrimination, talk of religion, gossip, theft, illegal firearms, tardiness, bullying, racism, fits of rage, not cleaning up after yourself is considered a cause for disciplinary action.
- If you break any of these standards you may find yourself prohibited to work for **LRA** in the future.

\*As a hired professional you are expected to act in a professional, responsible, and courteous manner at all times. As for the other behavior, which is disruptive and unproductive, will most likely end in termination. Please always use common sense and good judgment in achieving this goal.



### **Consequences?**

• **LRA** will determine the appropriate action taken, determined by the nature of the behavior.

\*Furthermore, it is the talents responsibility to inform us (Heads of Staff, etc..) of anything that is bothering them, and held in the utmost confidentiality! VSA recognizes that any and all personal and private information is legally binding as confidential and will be locked and secured within the heads of all departments that are authorized to investigate or audit any such facts that could be detrimental.

#### LRA'S Maternity Leave Policy:

Maternity leave is considered a temporary absence from your position as a hired talent for **LRA**. This policy applies to anyone that is expecting a child. All talent must give formal written notice in advance that they are pregnant the moment they find out. **LRA** ALLOWS UP TO 16 weeks of maternity leave. If more time is needed, please send a written notice for additional time off. All returning mothers are to give notice of returning dates as soon as possible.

## **Military Service:**

**LRA** also acknowledges medical and military duty leave. If you need to take time off in regards to you being ill, or also a family or a personal emergency, you have limited rights. This leave of absence is recognized because of; a family member's illness, an emergency, serious health condition, or any military duties. You must notify **LRA** IMMEDIATELY with a written statement explaining your situation. It will be up to **LRA** to accommodate you in regards to the appropriate time allotted.

## Job Descriptions for Owners:

Leesa Robinson is CEO "Chief Executive Officer" Kerry Barstad Partner



## <u>NOTE:</u>

20% OF ANY REVENUES DERIVED BY ANY PREVIOUS CONTRACTED TALENT WILL BE RETAINED BY LRA CONTINUOUSLY. TALENT WILL RETAIN 80% AS A POST TERM COMMITMENT OF CONTRACT IN PERPETUITY.

<u>Note:</u> Talent will never be paid hourly. There are no bonuses or demands of any kind accepted or acknowledged from any of our talent.

<u>Note:</u> Please set up your LRA email once accepted into our family. For example: your first and last initial followed by <u>LeesaRobinson@gmail.com</u> and/or your first name with you last initial followed by <u>KerryLeesaRobinson@gmail.com</u>.

Thank You

Sincerely

Leesa Robinson Agency



BY SIGNING BELOW, BOTH PARTIES AGREE TO THE TERMS CONTAINED WITHIN THIS AGREEMENT, AND ACKNOWLEDGE UNDERSTANDING OF THE TERMS CONTAINED HEREIN.

Date			Date
Leesa Robinson A	gency		
Agency			Agency Coming From (if any)
	IS	101	Previous Agency's Phone #
Print Name (Agent)			Print Name (Talent)
Signature	A G	ÉNN	Signature
			Guardian Signature (If Talent is under the age of 18)



