# If you have any questions that have not been answered here, please don't hesitate to get in touch!

### 1. Where are you based/where do you film showreel scenes?

We are based in North London and primarily shoot scenes within the North London area. If you choose to provide your own location more than 5 miles away from our North London base, standard travel costs will apply.

## 2. Who is my point of contact for showreel inquiries?

For showreel inquiries, please utilize the 'contact form' under the showreels tab. We will promptly follow up via email to discuss your requirements, explain our process in detail, and explore available options. This stage is an opportunity to determine if our services align with your needs, and there is no obligation to book.

## 3. How long does showreel filming take?

The shoot time for each scene is precisely 3 hours. To ensure a focused and unhurried experience, we only schedule one scene per day. It is advisable to avoid making immediate plans after your shoot in case unexpected circumstances arise.

#### 4. What time do we start filming?

Filming typically commences at 10 or 11 AM.

#### 5. How many scenes can be shot in one day?

To maintain high quality and ensure a stress-free shoot, we limit the number of scenes to a maximum of 1 per day. Our priority is to avoid rushing to another location within a specific timeframe

#### 6. Do you write the scenes for me?

Absolutely. Custom-written showreel scenes are included in our prices. Throughout the process, you will collaborate closely with our writer to ensure the desired scene is achieved. We can even provide feedback and script editing if you have your own script.

#### 7. Can I provide my own scene(s)?

Certainly. We accept provided scripts as long as they adhere to our guidelines, including the correct format and length. Please note that we cannot film scenes longer than 1.5 pages.

### 8. Do you find locations for me?

Our prices cover the sourcing and providing of location options. However, please be aware that certain locations, such as boxing gyms or libraries, may have an hourly rate set by the owner, resulting in additional costs. We strive to secure the best offers while considering your scene's requirements.

## 9. Do you film period scenes?

Yes, we possess experience in filming period scenes, as demonstrated in our recent period drama scenes available under the 'Showreels' section of our website.

## 10. Do you provide costumes and props?

No, we do not provide costumes or props. It is the actor's responsibility to provide appropriate clothing/costumes and any necessary props for their scene. If needed, we can recommend places for costume hire.

### 11. How many actors can I have in one scene?

A maximum of 2 actors is allowed per scene. Additionally, you may include your own background artists if desired, enhancing the production value.

## 12. Do you provide a makeup artist?

No, arranging for a makeup artist is your responsibility. However, we can offer recommendations to help you find a suitable professional.

## 13. Are you able to provide other actors for me?

We recommend working with someone you trust and have prior experience with. Having familiarity and having rehearsed with the actor beforehand can facilitate a smoother shoot. However, if you require assistance in finding a scene partner, we can help with the arrangements.

#### 14. How long does it take to edit the scenes after filming?

The final edited scene(s) are typically delivered within 21 working days after filming.

#### 15. Can I request changes to my edit?

No, once the scene is filmed, you will receive the final edited version within 21 working days. Our editing process carefully considers various factors, including lighting, continuity, focus, audio, and performance. If changes can be accommodated, a re-editing fee of £50 will apply.

#### 16. Can I be involved in the editing process?

No, once your scene is shot, you will receive the final edit of your scene within 21 days.

### 17. Do you edit my scene(s) into a full showreel?

We exclusively shoot original, bespoke scenes for showreels. Please note that a showreel edit is not included in the price. However, we do offer this service for an additional £150 if you require a comprehensive compilation of your scenes into a full showreel.

## 18. Are you able to provide the RUSHES (original footage) that we shoot?

No, we do not provide rushes or any RAW material. Kindly refrain from requesting such files.

### 19. How do you send over the scenes and what format are they in?

Your scene(s) will be sent via WeTransfer, enabling convenient uploading to casting websites such as Spotlight and Mandy, among others. Upon request, we can also provide a lower-resolution, smaller file size version. The scenes are sent in .mov format.

## 20. Do you require a deposit?

Yes, to secure your booking and chosen date, a £100 deposit via payment link is required. This deposit will be deducted from the total amount on the second payment link.

## 21. Can I change my filming date?

Yes, you are allowed to change your filming date once. Please refer to the next question for further details.

## 22. What is the cancellation policy?

The deposit is non-refundable. If you need to change your filming date after booking, please provide a minimum of two weeks' notice. Please be aware that changing the date more than once incurs an administrative fee of £100, as securing another client within the two-week timeframe is challenging.

## 23. Is there a time limit for completing the filming?

Filming must be completed within 8 months of paying the deposit. We recommend notifying your agent about your filming day and booking it off to avoid scheduling conflicts with last-minute auditions. Weekend bookings are also advisable.

#### 24. How do I pay for my showreel?

To facilitate payment, we provide payment links via Zettle. You will receive two payment links—one for the deposit upon booking and the second for the remaining balance. The

second link must be paid within 48 hours of the shoot date, no later than 48 hours before the day of the shoot.

## 25. How long are my scenes kept on file?

All completed edited scenes are stored in our records. However, please note that rushes and RAW files are not retained after final delivery.

#### TERMS AND CONDITIONS

Ownership: <u>www.self-tape.co.uk</u> exclusively holds the 100% video copyright for all original showreel scenes created from scratch.

These scenes are intended solely for showreel purposes and should not be submitted to film festivals, used as alternate titles, or listed as Spotlight credits or similar purposes.

Delivery of Final Edit: Under no circumstances will rushes or unedited files be provided to the client. Clients will receive a finalized, fully edited version of their scene(s) as the completed deliverable.

Deposits and Booking: Showreel deposits (£100) are non-refundable and are required to secure the filming date. Clients are permitted to change their filming date once, provided that a minimum notice of 2 weeks prior to the original filming date is given. However, if a second date change is requested, an administrative fee of £100 will apply to cover the costs associated with rescheduling actors, securing locations, renting equipment, and compensating for the lost filming day.

Cancellation and Filming Schedule: Canceling a booking within 48 hours prior to the scheduled filming date will result in the forfeiture of the deposit. Filming must be completed within 6 months of the deposit payment.

Congestion Zone Charges: For scenes filmed within the Central London Congestion Zone, any applicable congestion charges will be added to the final payment link.

Re-editing Requests: Re-editing requests are not included in the standard package. Any requests for re-editing will be subject to a fee of £50 per scene. It is important to note that the editing process is not a collaborative back-and-forth between the client and ourselves. Scene selection is based on various factors, with performance always being a priority.

Filming and Team: Scenes will be filmed by Will or another member of the self-tape team as assigned.

Refunds and Postponements: We reserve the right to withhold a deposit refund. Additionally, in case of necessity, we may postpone a shoot or booking. However, any cancelled shoot will be rescheduled at the earliest convenience for the client.

Payment: Full payment for showreel filming must be settled 2 days (48 hours) prior to the scheduled shoot day.

Delivery Timeline: Our aim is to provide finished showreel scenes within 21 working days. However, depending on our schedule, the delivery timeline may extend beyond this period. For urgent requests, a fast 24-hour turnaround service is available for an additional fee of £100.

Retention of Raw Files: Rushes and raw camera files will be retained for a maximum of 2 months after the delivery of the finished showreel scene. We will not retain the footage beyond this timeframe.

Pricing and Additional Costs: Showreel scenes are priced at £425 per scene or £215.50 per scene when shared with a friend. The breakdown of costs includes a booking/deposit fee of £100 to Will Austin at Self-Tape.co.uk, a script fee of £40 to Sarah at DaybyDay Productions, and a final payment of £285 to Will Austin or one of our trusted partners to cover the filming and editing.

Additional costs may apply for travel and location expenses. We use cars to transport equipment, and any parking costs exceeding £5 will be invoiced separately after the shoot day.

Travel outside of London will incur an additional charge starting at £50. Some locations may require rental fees, and while we strive to secure free or low-cost locations, certain places such as cafes, bars, pubs, and offices may involve additional charges.