

## Welcome to CR Kids Talent

Welcome to CR Kids Talent-a premier company for kids interested in a career in the entertainment industry. My name is Cyndee Romley and I have successfully been helping kids get jobs in film, TV, commercials, and print for the past 9 years.

I got my start in the entertainment business first as an actress/model and then as a parent guiding my 2 sons during their careers. Helping my children get jobs taught me learn the tricks of the trade. I know how it feels to arrive on a set and you don't know anyone or what to do. Not to worry, I will help you with each important step. I walk my clients through every thing. I'll go to the set with you so you will be comfortable and I will assist you in gaining an understanding of the entertainment industry. Because I know the agents and casting directors, this gives me an advantage in opening doors for you. I will work hard to get your child as much exposure as possible.

My clients have appeared in major motion pictures like Daddy Day Care, Legally Blonde-Red, White & Blonde, Rock Star, and Pearl Harbor. CR Kids have appeared in television shows like Friends, ER, and Miss Match. Daytime TV productions like General Hospital, Passions, Bold & the Beautiful, Days of Our Lives, and Port Charles have hired CR Kids. Our clients have appeared in numerous commercials for Disney, Mattel, McDonalds, Subway, Burger King, J.C. Penny, State Farm, Gateway Computers, and Washington Mutual. The numbers of clients who have appeared in print ads are numerous. [Click here to see some of my clients](#)

We are offering Parent and Commercial Workshops so take advantage of these interesting, fast-paced, and practical workshops. Visit [www.crkidsevents.com](http://www.crkidsevents.com) for all the details.

When you sign-on with CR Kids you will get my full attention and commitment. I will work hard to get your child into the entertainment industry. But, I can't do this alone. I need a commitment from you-the parent and your child. Parents must be willing to get your child to **all** auditions. If you **can't** make an audition, I must be notified in immediately. If your child misses an audition this reflect poorly on both yours and my reputation. If your child continually misses auditions and you fail to communicate with me, our relationship will be terminated.

Everything you need to get started can be found here on the web site. Getting your career started is just a click away. If you are experienced and know what you need, just click on the desired link below to get your information. If this is your first time, I suggest reading and completing the documents in the order listed below.

1. Welcome to CR Kids Talent. This tells you about CR Kids Talent and what the company will do for you.
2. [Personal Management Agreement](#). This document explains the services of CR Kids Talent and the responsibilities of all involved parties.
3. [10 Tips For Success](#). Read these steps often, they make the start of your career more stress free.
4. [General Information Form](#). This form will give CR Kids Talent personal and contact information.
5. [Headshot Requirements](#). Headshots are very important. Please read what needs to be done and remember to always have current headshots with you.
6. [Headshot Format Example](#). This is an example of how to prepare your headshots.
7. [Resume Format Example](#). Everyone needs a resume and creating your entertainment career resume is very important. Use this form as a guide to prepare your resume. Remember CR Kids Talent is here to help.
8. [Procedure for obtaining an "Entertainment Work Permit."](#) This tells you how to get the required Permit.
9. [Entertainment Work Permit Sample](#). This shows you what an Entertainment Work Permit looks like.
10. [Application to Work in the Entertainment Industry](#). You must apply for work and this tells you how.
11. [Division of Labor Standards Enforcement District Offices](#). These offices are located throughout the state to assist you. Be sure and check for office hours.
12. [Requirements of a Coogan Account](#). This account is required by law and must be set up within 10 day of your first job.
13. [SAG Coogan Law Letter](#). This explains the important Coogan Law that covers all jobs in the entertainment industry regardless of the setting. The SAG Young Performers Committee wrote this letter.

14. [Talent Check Authorization](#). Getting paid is very important so fill this out correctly.

15. [Child Labor Laws](#). Familiarize yourself with the Child Labor Laws. The sections pertinent to the Entertainment Industry are pages 35-46.

Please note, CR Kids Talent does not provide employment nor is any employment implied or guaranteed by this letter or any of the documents contained in this package.

If you have any questions, call CR Kids Talent Monday- Friday between 10:00 am to 6:00 pm at 323-801-2190. I look forward to helping you and your child begin their exciting career in entertainment field. Welcome to CR Kids Talent.

Cyndee Romley, Owner  
CR Kids Talent

# CR KIDS Talent

256 S. Robertson Blvd. #888  
Beverly Hills, CA 90211  
Office: 323-801-2190  
Fax: 818-337-3055

Re: **PERSONAL MANAGEMENT AGREEMENT**

Dear \_\_\_\_\_:

You have sought to obtain my advice, counsel and direction in the development and enhancement of all aspects of your career in the entertainment industry and related fields through my engagement as your representative. Since the nature and extent of the success or failure of your career cannot be predetermined, it is your desire that my compensation for acting as your representative be determined in such a manner as will permit me to accept the risk of failure and to benefit to the extent of your success.

In view of the foregoing, I request that you confirm your agreement to the principal elements of our agreement which follows by signing in person or as represented by your guardian below.

1. You hereby retain me to act as your representative for a term of two (2) years from the date of this letter and I agree to perform, as and when requested by you, all services which are customarily rendered by myself, including advice and counsel with respect to: the selection of material; publicity and advertising; adoption of the proper format for presentation of your artistic talents; general practices in the entertainment field; selection of theatrical agencies and persons firms and corporations to seek and procure employment and engagements for you. It is clearly understood that I am not an employment agency and that I have not offered or attempted or promised to obtain employment or engagements for you.
2. You authorize and empower me to do the following: approve and permit any and all publicity and advertising; approve and permit the use of your name, photograph, likeness, voice, sound effects, caricatures for the purpose of advertising of any and all products and services; execute for you and in your name any and all agreements for your services, talents, and/or artistic, literary, musical or other materials; collect and receive sums as well as your name upon and deposit any and all checks payable to you for your services, and retain there from all sums owing to me; and engage and discharge any and all third parties performing services for you.
3. You agree to devote your full time and effort, under my direction, toward the development of your entertainment career.

4. In consideration for my services, you agree to pay to me, as and when received a sum equal to 15% percent of any and all gross monies or other considerations which you receive as a result of your activities in the entertainment and related fields in all media now known or hereafter devised. You agree to pay the same percentage compensation following the expiration of the term of this agreement with respect to all engagement and agreements negotiated or entered into during the term, and upon any and all extensions, renewals and substitutions therefore, and upon any resumption of any such engagements or agreements which may have been discontinued during the term and resumed within one year thereafter. "Gross monies or other considerations" as used herein shall include stock or the right to buy stock in any corporation in which you become involved.
5. I am required to render reasonable services, which are called for by this agreement, as and when requested by you. Since it is difficult to determine the amount of service which may be required it is agreed that I will not be deemed in default unless you give me written notice describing the exact service which you require and then only in the event that I fail to commence rendering the particular service required by our agreement within 15 days. I will not be required to travel on your behalf under this agreement, unless we agree separately that I should do so.
6. I shall have the right to assign this Agreement to any entity over which I maintain voting or other control. If you form a corporation or other business entity for the purpose of furnishing the services described herein, you agree to assign this agreement to that entity.
7. We agree that such other, customary terms of personal representation agreements as are standard in the entertainment industry shall be incorporated into and become part of our agreement.

Yours Sincerely,

**AGREED AND ACCEPTED**

Cyndee Romley for  
CR KIDS TALENT

\_\_\_\_\_  
**Date** \_\_\_\_\_

# CR Kids Talent

## 10 Steps To Success

Follow these steps to increase your chance of getting that job-stress free.

- 1. Get an answering machine or voice mail with the remote check-in ability.** Check for messages every 2 hours. Better yet carry a cell phone and/or pager. Make sure CR Kids Talent has all your current numbers-you don't want to miss an audition because we couldn't find you.
- 2. NEVER CANCEL A BOOKING ON A MACHINE or BY VOICE MAIL.** Always speak directly to my office or me. **Canceling an audition is an emergency.** If you must cancel an audition after business hours, page me immediately. The number is 323-801-2190.
- 3. Get your headshot pictures to us ASAP.** We will need 25 pictures on file. We cannot submit your child for a job unless we have pictures. **Send us updated photos every 3 months.** [Click here for headshot information.](#)
- 4. Do Not Be Late.** If you are running late call the CR Kids Talent office and let us know. Invest in a Thomas Guide so you can find audition locations. Once you have been to a location, keep the address handy chances are you'll return for other auditions. Keep a log of the following information; date of audition, address, project name, and what the child wore.
- 5. Audition Information.** Times are usually given the day before, **but** sometimes they are given the same day. CR Kids Talent will call you with the audition times as soon as we receive them from the casting directors. Please call us to confirm or cancel the audition. Wear solid colors (no white or black). Don't wear clothing with prominent logos. Hair and nails should be clean. Don't wear bows, jewelry unless requested, or any hair products like gel.
- 6. Minors are required to have a current work permit.** [Click here to get work permit.](#)
- 7. Carry headshots of your child and your work permit at all times.** CR Kids Talent suggests you carry your headshots and work permit in your car so that you have them at all times preventing you from having to go home to get them. Update your headshots every 3 months. [Click here for headshot information.](#)
- 8. Let us know when you will be out of town so we don't schedule auditions.**

- 9. For commercials:** It is your responsibility to talk to the responsible person on the set about getting copies of the commercial and/or tear sheet. Once a job is booked, it is difficult for us to get copies for you. Get a copy of the contract and call sheet and send to CR Kids Talent.
  
- 10. Getting Your Money.** Commercials take up to 6 weeks for payment while print jobs can take 120 days or more. To ensure speedy payouts, make sure you have your social security number of file with CR Kids Talent. [Click here for General Information Form.](#)

# CR Kids Talent

## General Information Form

### PERSONAL INFORMATION

NAME \_\_\_\_\_ Today's Date \_\_\_\_\_

Parent(s) Names(s) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

(Email Address) \_\_\_\_\_

Date of Birth (if under 18) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Work Permit Expiration Date \_\_\_\_\_

### STATISTICS

Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

#### Clothing Sizes

Shirt Size \_\_\_\_\_ Pants Size \_\_\_\_\_ Dress Size \_\_\_\_\_ Shoe Size \_\_\_\_\_

Provide additional information we should know (i.e. special skills) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CR Kids Talent

## Headshot Requirements & Instructions

Headshots are required. If you don't have them get them ASAP. Use the [Headshot Format Sheet](#) as a guide.

### Headshot Requirements For Kids Ages 4 and Under.

1. Have a 4x6 picture of your child smiling.
2. Make sure the picture shows more of your child than background.
3. Pictures may be taken with a digital or regular camera.
4. Make 25 prints. Update your headshots every 3months. Send copies to CR Kids Talent. Our address is 256 S. Robertson Blvd. #888 Beverly Hills, CA 90211. Carry your headshots with you at all times.
5. Casting directors determine if they want to see your child based on these photos-so make them good.
6. Mount your picture in the center of plain white paper. [Click here for Headshot Format Sheet.](#)
7. At the top of the picture in **LARGE BOLD LETTERS** put your child's name and date of birth.
8. Underneath the picture, that is mounted on plain white paper, indicate Hair and Eye color

### Headshot Requirements For Kids Over 4To 18 Years Of Age

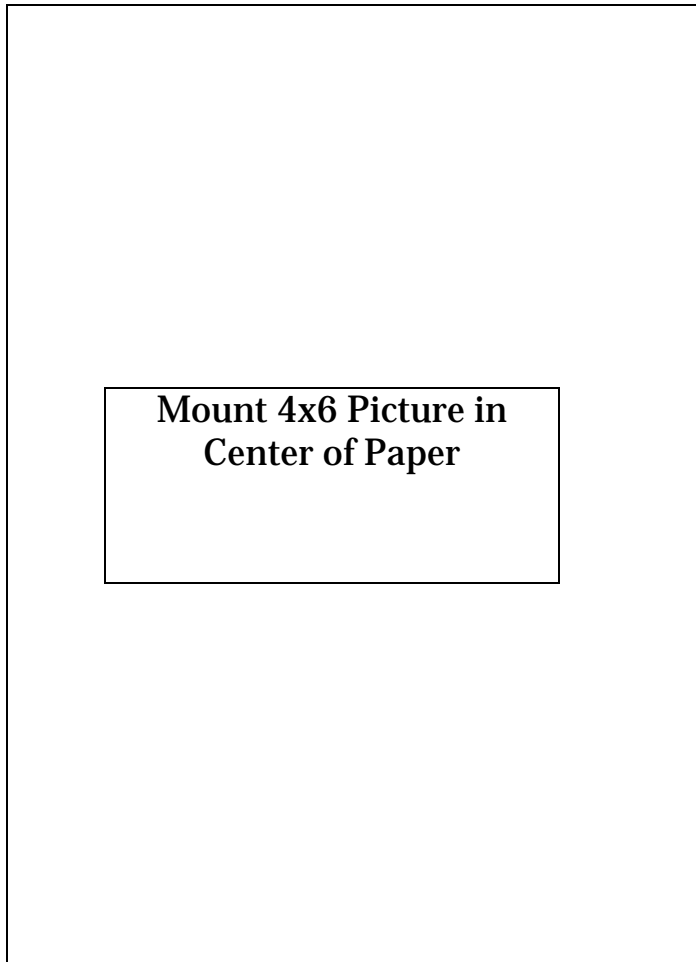
1. Have an 8x10 picture from a photographer that specializes in entertainment headshots.
2. Pictures may be taken with a digital or regular camera.
3. Make 25 prints and send copies to CR Kids Talent at 256 S. Robertson Blvd. #888, Beverly Hills, CA 90211. Remember to update your headshots every 3 months. Carry your headshots with you at all times.
4. At the top of your 8x10 in Large Bold Letters write your or your child's name and date of birth. At the bottom of your 8x10 headshot write your birth date, hair color, and eye color.

If you have any questions about headshots call us during business hours Monday-Friday 10:00 am–6:00 pm at 323-801-2190 or email us at [CR Kids Talent](#)

# **Headshot Format Sheet For Kids Under 4**

**NAME**

**DATE OF BIRTH**



**Hair Color**

**Eye Color**

CR Kids Talent  
256 S. Robertson Blvd. #888  
Beverly Hills, CA 90211  
323-801-2190

# **RESUME FORMAT Example**

**NAME**

**DATE OF BIRTH (IF UNDER 18)**

**HAIR:** COLOR

**EYES:** COLOR

## **EXPERIENCE**

**TV/FILM**

**PROJECT**

**ROLE**

## **COMMERCIALS**

List available upon request

**PRINT**

PRODUCT NAME

**PLAYS**

PLAY NAME

ROLE

## **TRAINING**

CLASS / PROGRAM / TRAINER NAME

## **SPECIAL SKILLS / INTERESTS**

List anything and everything your child can do, from speaking Spanish to roller blading to painting.

\* If your child has not done any TV, Film, Print, Plays, or Training, omit these headings from the resume. ALWAYS put "COMMERCIAL – List Available upon request" until a commercial is booked.

CR Kids Talent  
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323-801-2190

# CR Kids Talent

## PROCEDURES FOR OBTAINING AN "ENTERTAINMENT PERMIT"

### NEW:

- 1.) **Application Form:** Obtain from any of the DLSE offices.
- 2.) **Parent/Guardian:** Complete all requested information on front of the application. Please print and sign your name.
- 3.) **School Record Information:** To be completely filled out by authorized school district official. The school/district seal or stamp **must** be affixed.

### REQUIREMENTS FOR NON-SCHOOL AGE CHILDREN, One of the following:

- 1.) Certified Birth Certificate
- 2.) Baptismal Certificate
- 3.) Official letter from hospital where born
- 4.) Passport

When school is IN session, the application **must** be completed and dated during the current school session by an authorized school official.

When school is NOT in session, (i.e., school break, vacations, holidays), either the minor's most recent report card or a letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance is required.

If a minor is from out of state, either the minor's most recent report card or a letter from the school principal on school letterhead indicating that the minor is "satisfactory" in all academic subjects, health and attendance is required.

Entertainment permits that are issued based on report cards will be effective only when school is not in session. Please include a self addressed stamped envelope so that the permit can be mailed to you.

**\*Every infant under one month of age must have a physician's certification that the infant is at least 15 days old, was carried to full term, and is physically able to endure the stresses of a television or movie set.**

## **RENEWAL**

- 1.) Complete application.
- 2.) Send a copy of the old permit with the application.
- 3.) Enclose a self addressed stamped envelope for return of permit.
- 4.) If school is not in session, see above instructions.
- 5.) If school is in session have a school official complete and sign the "school record" section of the application. The school/district seal or stamp **must** be affixed.

**There is no fee-Application Cannot Be Processed Via Fax**

**Social Security Number Not Required**

## **Sample Work Permit**

**Please return to this document after printing the complete packet and click on the link to get this document.**

[Application To Work In The Entertainment Industry.](#)

**Please return to this document after printing the complete packet and click on the link to get this document.**

# CR KIDS TALENT

## DIVISION OF LABOR STANDARDS ENFORCEMENT DISTRICT OFFICES

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**Bakersfield**

5555 California Avenue, Suite 200  
Bakersfield, CA 93309  
(661) 395-2710

**Redding**

2115 Civic Center Drive, Room  
17  
Redding, CA 96001  
(530) 225-2655

**San Jose**

100 Paseo de San Antonio, Room 120  
San Jose, CA 95113  
(408) 277-1266

**Eureka**

619 Second Street, Room 109  
Eureka, CA 95501  
(707) 445-6613

**Sacramento**

2031 Howe Avenue, Suite 100  
Sacramento, CA 95825  
(916) 263-1811

**Santa Ana**

28 Civic Center Plaza, Room 625  
Santa Ana, CA 92701  
(714) 558-4910

**Fresno**

770 E. Shaw Avenue, Room 315  
Fresno, CA 93710  
(559) 244-5340

**Salinas**

1870 N. Main St., Suite 150  
Salinas, CA 93906  
(831) 443-3041

**Santa Barbara**

411 E. Canon Perdido, Room 3  
Santa Barbara, CA 93101  
(805) 568-1222

**Long Beach**

300 Oceangate, Suite 302  
Long Beach, CA 90802  
(562) 590-5048

**San Bernardino**

464 W. Fourth Street, Room 348  
San Bernardino, CA 92401  
(909) 383-4334

**Santa Rosa**

50 "D" Street, Suite 360  
Santa Rosa, CA 95404  
(707) 576-2362

**Los Angeles**

320 W. Fourth Street, Suite 450  
Los Angeles, CA 90013  
(213) 620-6330

**San Diego**

7575 Metropolitan Dr., Rm. 210  
San Diego, CA 92108  
(619) 220-5451

**Stockton**

31 E. Channel Street, Room 317  
Stockton, CA 95202  
(209) 948-7770

**Oakland**

1515 Clay Street, Suite 801  
Oakland, CA 94612  
(510) 622-3273

**San Francisco**

455 Golden Gate Ave., 8th Floor  
San Francisco, CA 94102  
(415) 703-5300

**Van Nuys**

6150 Van Nuys Blvd., Room 206  
Van Nuys, CA 91401  
(818) 901-5315

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Directions to any of these DLSE offices can be obtained online at  
<http://www.mapquest.com/> or by consulting a Thomas Guide.

DLSE Office Hours are Generally 9am-5pm, Monday – Friday. Call ahead if you  
are unsure! Remember a Work Permit is required for your  
child to work. THERE ARE NO EXCEPTIONS

# CR KIDS TALENT

## Main Requirements of a Coogan Account:

- Must be established at a financial institution (i.e., bank, brokerage firm, savings and loan institution, or credit union) that is insured by the FDIC, SIPC or NCUSIF;
- Minor is the beneficiary;
- Parent is the trustee;
- No withdrawals until the minor turns 18, but trustee may transfer funds;
- A court order is no longer required (unless it is a court-approved contract - usually feature film or television series);
- Not the same as a custodial account or an account that falls under the Uniform Gift to Minors Act;
- If a Coogan Account is already established from a court-approved contract entered into prior to January 1, 2000, it may be used for this new law as well, but parents may choose to set up a separate account to simplify annual accounting requirements set forth in the California Probate Codes, and to freely transfer funds under the new Coogan law requirements.
- Note: Residuals connected to work performed or contracts signed prior to January 1, 2000, do NOT fall under the new Coogan law.
- Questions? Contact the SAG Young Performers Committee members via the Coogan hotline at (323) 549-6639.

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### **Where to Get a Coogan Blocked Trust Account**

Here are a few suggestions on where you might obtain a BLOCKED Coogan Trust Fund

- **Bank of America**  
Go to any local B of A branch. Minimum Deposit: \$300.00. May charge a monthly fee.
- **Wells Fargo Bank**  
Go to any local Wells Fargo branch. Minimum Deposit: \$10.00
- **Any Employer Credit Union**

- **First Entertainment Federal Credit Union**  
888-800-3328 ask for Coogan Specialists

## CR Kids Talent

### SAG Coogan Law Letter

The Coogan Law was revised January 1, 2000 and will cover every job performed by child actors, sports figures, and musicians and it covers all commercials, movies, TV shows, stage plays, concerts, print work, and extra work. Basically, this law covers everything a child does for pay in the world of entertainment, music, and sports. Every parent and guardian must know the Coogan Law. **CR Kids Talent** has listed some key points for you below. You may find more information at <http://www.dir.ca.gov/>

Parents and guardians must understand and adhere to the following.

- Every child's contract will have 15% of gross earnings set aside in a trust account.
- At the time of employment for each job, the parent will need to have with them a copy of Deposit Instructions and the Statement of Trustee, which will be given to you by the issuing bank. These documents will be left with the production company. The Statement of Trustee must include the name of the bank, account number, the name of the account, type of account, date opened, routing/transit number, child's social security number, date of birth, and the child's name. The Deposit Instructions must have a routing/transit number, member name, account number, account type, and name of contact person at the bank. This information must be provided within 10 days after employment starts.
- The money the child earns belongs to the child and **not** to the whole family. The parent will be the trustee for the child's funds, not only for the 15%, which is in trust, but also for any other funds which the child may receive.
- The law requires parents to keep separate and thorough records of income and expenditures of the trust account funds. Parents are responsible for filing tax returns for the child. When the child turns 18, all records of income and expenditures must be given to them.
- If there is an existing court-blocked account, a new one must be established in keeping with the January 1, 2000 revisions of the Coogan Law. Old funds (prior to January 1, 2000) and new funds (after January 1, 2000) should be kept separate. New accounts must be established within 10 days after the start of the job.

- All information must be available for W-4, I-9, and other employment papers. The I-9 requires a copy of the child's birth certificate and social security number.
- Parents of background performers should set up accounts immediately. After confirmation of the account by the employer, the employer is required to deposit all funds owed to the child within 15 days.

Any questions should be directed to the Coogan hotline at 323-549-6639. The SAG Young Performers Committee administers this hotline. Orientation meetings are held on the 3<sup>rd</sup> Tuesday of each month at 7:00 pm in the James Cagney Room at SAG Headquarter.

# CR Kids Talent

## Talent Check Authorization

To Whom It May Concern:

I hereby authorize and direct you to deliver any and all checks and sums of money which may from time to time be or become payable to my child \_\_\_\_\_ for all commercials and films including print, replay royalties, foreign use payments, residual, and any future commercial arising out of the procurement of the original commercial, until all of the above has run its natural course, be sent to CR Kids Talent. **CR Kids Talent is to receive a commission fee of 15% from all the above monies.**

I the undersigned have entered into talent representation agreements with CR Kids Talent.

I hereby authorize CR Kids Talent to sign my name for collection of and to receive any and all sums as well as to endorse my name upon and to deposit any and all checks which may, from time to time be or become payable to me on my child's behalf for my child's services, talents, and artistic materials and to retain therefore any and all sums and commissions owing to CR Kids Talent.

Very Truly Yours,

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Signature

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Child's Social Security Number

CR Kids Talent  
256 S. Robertson Blvd. #888  
Beverly Hills, CA 90211  
Office: 323-801-2190  
Fax: 818-337-3055

[Child Labor Laws](#)

**Click the link to print the document. Child labor laws specific to the Entertainment Industry can be found on pages 35-46**