



**talent**  
PARTNERS

**Talent Partners**  
**On Set**



## on the scene as part of your team

When you're planning a complex production, have several commercials shooting at once, are unfamiliar with US talent union rules, or are simply short on staffing, Talent Partners offers the backup you need.

With the innovative Talent Partners On Set service, a highly experienced consultant is present at your shoot to expertly manage all performer-related details. This begins with your Talent Partners On Set consultant attending the pre-production meeting to confirm the types of talent, start times, locations, and myriad other details related to your project. Then your consultant can prepare and administer all talent-related documents—including contracts and W4s—and manage performer sign-ins, and timesheets on set. And, throughout the shoot, your consultant is on hand to provide guidance when last-minute talent changes occur, a union representative appears on set, or regulatory questions arise.

To speed workflow, Talent Partners On Set links directly with your production process using Vita, our application that captures cast-related information electronically. What this means is that final documents can be distributed immediately to performers, your agency, and the Talent Partners team on your business—just moments after the wrap.

### **on-the-spot support**

Talent Partners On Set offers a combination of talent management and advisory services that includes:

- attending the pre-production meeting to cover talent details
- preparing performer contracts
- signing in talent
- checking contracts and W4s for signatures and completeness
- administering timesheets, including talent and producer initialing
- distributing final contracts to talent and agency
- using Vita to connect talent documents with agency workflow
- advising about union regulations and general labor laws
- explaining impacts of different talent uses and special contract provisions
- estimating the financial implications of any changes

### **benefits that quickly add up**

Whether you're shooting a broadcast commercial or a print ad, the Talent Partners On Set service simplifies your production process by providing:

- industry-leading best practices and procedures, delivered in person
- stress-free, accurate administration of talent-related details and documents
- expert advice, including estimating, when changes occur
- adherence to union rules and workers comp regulations
- full compliance with contract provisions to avoid penalties

What's more, Talent Partners On Set comes to you for a modest day rate plus out-of-pocket expenses—nominal fees that usually can be rolled into the production budget. To learn more about how the Talent Partners On Set service can take some of the pressure—and the paperwork—out of your productions, please give us a call at 646-981-6867.

**646.981.6867**  
[www.talentpartners.com](http://www.talentpartners.com)

