

ACTOR SUBMISSION INSTRUCTIONS:

We make every effort to assist actors at all experience levels, however, as a professional actor you are an independent contractor. As such you are expected to represent yourself and this agency in a professional manner. The more professional you are, the more likely you'll be seriously considered for a role.

This means that YOU are responsible for maintaining your actor resume and keeping it and your headshot current. If you get a job, you must track the name of that job, where and when you did the job, the name of the production company actually shooting the project, or in theatre the name of the theatre company, and the name of the Director. You also need to be aware of the contracted run dates of the project. If it's a TV commercial you need to know the market in which it will air, AND the dates it's contracted to air.

IF you would like to submit your headshot and resume to us for consideration, or you have already decided that you would like us to represent you, when you send your headshots & resumes to us please make the effort to add our agency contact information to your headshot and resume so that we won't have to. It makes our job that much easier, makes you look more professional and better prepared and committed to your career. Submit both hardcopy and digital copy of both your headshot & resume.

Add a mailing label to your headshot(s) that covers your previous or other agency name and mailing address, and have it prepared with the following:

Linda Layman Agency
3546 E. 51st St.
Tulsa, OK 74135
918-744-0888 fax: 918-744-1802
LaymanAgency@TulsaCoxMail.com

You should post this on your resume as well, immediately below your name on the resume. Your Headshot must be 8x10 inches, and have your name on the front of it in large enough font to be read clearly. Your resume MUST also be 8x10 inches and stapled to the back of your headshot, or printed on the back by laser printer. Inkjet print usually smears on the back of photographs.

Advanced preparation makes it easier for us to accept you, and lets us represent you more quickly. We often get notices on very short notice.

Once you sign with us You should also register for **free accounts** on Actor's Access and Casting Networks.

<http://www.actorsaccess.com/>

<http://home.castingnetworks.com/> (our Agency code on Casting Networks is 0B27869 (first character is a ZERO)