



## **1-on-1 INTRO REEL SCRIPT**

Here are 3 script options of introduction scripts for your 1on1 Video. Choose one, memorize it and consider the mood and look you want before your appointment time. Remember, time is limited and you want to put your best presentation forward.

### **Intro 1:**

Hi, my name is \_\_\_\_\_. I'm an actor in Los Angeles originally from \_\_\_\_\_. I've always loved performing and acting. I've trained under \_\_\_\_\_. I've done theatre and some small productions, but my main focus now, is acting in movies. Thank you for looking at my portfolio.

### **Intro 2:**

Hi, my name is \_\_\_\_\_. I'm a singer from \_\_\_\_\_. My musical style is \_\_\_\_\_. I love singing and writing and just being expressive to an audience, large or small. I've trained under \_\_\_\_\_. Its just a great feeling and something I enjoy so much. I hope you like my profile and we can talk soon.

### **Intro 3:**

Hi, my name is \_\_\_\_\_. I'm a model looking to concentrate on \_\_\_\_\_ styles. I'm currently signed with \_\_\_\_\_ and looking to travel and be published. Maybe one day be in a Victoria's Secret shoot or Sports Illustrated. I'm looking forward to meeting you.



**Scheduling Form/Procedures:**

**PROFESSIONAL 1-on-1 INTRO REEL**

- \* Professional 1-on-1 intro reels are *by appointment only*. No walk-ins.
- \* Cancellations/Reschedules must be done 48 hours in advance; otherwise, you will incur a \$25 late-cancel fee. Rescheduling is available.

**Preparation:** Have your 1 outfit, natural makeup ONLY prepared with your hair pulled back into a ponytail. Also, have your video script memorized in advance of your scheduled time. Choose one from our three, 15-sec script templates or have your own 15-sec script printed and memorized.

**Arrive:** At least one (1) hour before your scheduled time so you can make sure you have everything ready to go when it's your turn. If you need your natural make-up done by our professional make-up artist, you need to let us know.

**Shooting Time:** Will last only 20 minutes and include only one 15-second intro reel. There will be no additional time used. So make sure you memorize your 15 second 1-on-1 intro reel before you make the appointment.

**Selection Time:** Will only be 5 minutes, so be decisive. Only 1 selection will be edited and downloaded onto your flash drive. If you don't have one, you may purchase an 8 GB flash drive from our front desk for only \$10 dollars.

**Appointments:** Check with our front desk to make an appointment. Or call us at (818) 579-4323.

**CLIENT INFO:**

**Name:** \_\_\_\_\_ **Appointment Date/Time:** \_\_\_\_\_

**Hollywood and Me Social #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Our editors will get started on this project as soon as they are available, you will be given an estimated time of completion. Before you arrive to pick up your edited project you must contact our office and make sure the project is completed in advance. Hollywood and Me LLC is providing this service to help you as our VIP client. Hollywood and Me LLC, has the right to refuse service to anyone at its own discretion. This information sheet is not a binding contract or an agreement, between you and Hollywood and Me LLC.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY**

**Intake Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Estimated Pick-Up Date:** \_\_\_\_\_



**Scheduling Form/Procedures:**  
**PROFESSIONAL HEADSHOT**

- \* Professional headshots are *by appointment only*. No walk-ins.
- \* Cancellations/Reschedules must be done 48 hours in advance; otherwise, you will incur a \$25 late-cancel fee. Rescheduling is available.

**Preparation:** Have your 1 outfit, hair, makeup and facial expressions prepared in advance of your scheduled time.

**Arrive:** At least one (1) hour before your scheduled time so you can make sure you have everything ready to go when it's your turn. *If you are getting professional Make up done by our staff. [Arrive at least two (2) hours before your scheduled time; this service is an additional cost of \$75, by our professional Makeup Artist].*

**Shooting Time:** Headshots are fairly quick but we will still give you a 15 minute time-slot so you get the right look that is perfect for you. Our professional photographer will arrange the poses needed for your headshot. You will get to choose from roughly 20 different pictures.

**Selection Time:** You will have 5 minutes to choose your favorite headshot; this is plenty of time to select your favorite picture of yourself. Our staff may be able to help you in your selection process if you need a professional, experienced eye. You will choose one photo and we will put that photo on your flash drive which you must provide; if you don't have one, you may purchase an 8 GB flash drive from our front desk for only \$10 dollars. (Editing is at an additional cost of \$15 per photo; if you need touch ups on your photo, please let us know. You can pick up your flash drive with your headshot and photo-shoot pictures that need touching up, when it is ready, allow 72 hours for your photo to be processed and touched up).

**Appointments:** Check with our front desk to make an appointment. Or call us at (818) 579-4323.

**CLIENT INFO:**

**Name:** \_\_\_\_\_ **Appointment Date/Time:** \_\_\_\_\_

**Hollywood and Me Social #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Estimated Pick-Up Date:** \_\_\_\_\_



**Scheduling Form/Procedures:**

**PROFESSIONAL 3 OUTFIT PHOTOSHOOT**

- \* Professional headshots are *by appointment only*. No walk-ins.
- \* Cancellations/Reschedules must be done 48 hours in advance; otherwise, you will incur a \$25 late-cancel fee. Rescheduling is available.

**Preparation:** Have your 3 outfits, hair, makeup and facial expressions prepared in advance of your scheduled time.

**Arrive:** At least one (1) hour before your scheduled time so you can make sure you have everything ready to go when it's your turn. *If you are getting professional Make up done by our staff. [Arrive at least two (2) hours before your scheduled time; this service is an additional cost of \$75, by our professional Makeup Artist].*

**Shooting Time:** Your photo-shoot session is very important and it will take about 55 minutes, you will be given a time-slot so you get the right look that is perfect for you. Our professional photographer will arrange the poses needed for your photo-shoot if needed. You will get to choose from roughly around 100 different pictures to choose from.

**Selection Time:** You will have to choose your favorite photos on your own time, we will upload all the photos for you on your own flash drive, if you don't have one, you may purchase an 8 GB Flash drive from our front desk for only \$10 dollars. You can pick up your flash drive with your headshot and photo-shoot pictures that need touching up, when it is ready, allow 72 hours for your photo to be processes and touched up.

**Appointments:** Please contact us via our website to schedule your appointment or call 818-579-4323 weekdays between 10am – 7pm.

**Editing:** If you choose to have us edit your selects, it is an additional cost of \$15 per photo.

**CLIENT INFO:**

**Name:** \_\_\_\_\_ **Appointment Date/Time:** \_\_\_\_\_

**Hollywood and Me Social #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Intake Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Estimated Pick-Up Date:** \_\_\_\_\_



**Scheduling Form/Procedures:**

**PROFESSIONAL DEMO REEL EDITING**

- \* Professional demo reel editing is *by appointment only to discuss your editing needs with our staff*. No walk-ins.
- \* All material must be in digital format on a Flash drive.
- \* Up to 2 minutes only (There is a \$99 charge for each additional minute thereafter.)
- \* Do NOT give us your only copy; make sure you have a backup of the project.
- \* Cancellations/Reschedules must be done 48 hours in advance; otherwise, you will incur a \$25 late-cancel fee. Rescheduling is available, but space is very limited, so it may be some time before a spot is available.

**Preparation:** Is VERY important since you will only have a short time, so have your digitally formatted footage on a Flash drive and be prepared with which videos you want to be included and in what order, (there is space below to explain that in detail).

**Editing:** Will be done in 3 business days. A staff member of Hollywood And Me will contact you with pick-up information.

**CLIENT INFO:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**H&Me ID#:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Special Instructions:**

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Our editors will get started on this project as soon as they are available, you will be given an estimated time of completion. Before you arrive to pick up your edited project you must contact our office and make sure the project is completed in advance. Hollywood and Me LLC is providing this service to help you as our VIP client. Hollywood and Me LLC, has the right to refuse service to anyone at its own discretion. This information sheet is not a binding contract or an agreement, between you and Hollywood and Me LLC.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY**

**Intake Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Estimated Pick-Up Date:** \_\_\_\_\_



**Scheduling Form/Procedures:**

**LOCATION PHOTO SHOOT**

**(Beach, desert and other locations chosen by our professional photographer)**

**(Members \$99, non-members \$299)**

- \* On-Location Photo Shoot is *by reservation only*.
- \* Included is transportation, professional photographer, Behind the Scenes (BTS) video, food, drinks, changing areas and a tent for shade.
- \* You must provide your own wardrobe, hair and makeup, (Professional makeup is available for an additional \$75).

**Pricing:** The fee of \$99 must be paid in advance to reserve your location photo shoot 10 days prior to shoot date, or you will be booked on the next trip.

**Cancellations:** Must be done 72 hours in advance; otherwise, there will be a \$50 dollars cancellation fee.

**Photos:** All photos shot by our professional photographer and behind the scene shots BTS videographer will be downloaded the next day to our computer and links will be sent to each participant to view within a few days. You can download Photos/Video to a thumb drive, and then you can schedule a time to come in and have your photos touched up by our professional editors. (Editing is at an additional cost of \$15 per photo and you must have an appointment).

You must be dropped-off and picked-up, to and from the Hollywood and Me designated location prior to taking off to our destination (Please arrive 30 minutes before leaving; if you are late our bus will depart without you on board and you will not be entitled to any refund), this will be an all day photo-shoot so bring your good attitude and be ready to have some fun 😊. You will meet some awesome people and make some new friends. You can bring your own food and drinks. There will be tents and tables set up for changing and resting. We might be going to some remote areas to shoot, so don't rely on you cell phones to be working (just a heads up). This could be a great opportunity for you to get away from all the day-to-day hustle and bustle, so relax and enjoy your day with us.

**CLIENT INFO:**

**Name:** \_\_\_\_\_ **Appointment/Date:** \_\_\_\_\_

**Hollywood and Me ID#:** \_\_\_\_\_ **Age:** \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Credit card Number:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_ **CVC** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY**

**Intake Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sales Person:** \_\_\_\_\_