

## **PHOTO UPDATE POLICY**

At the request of the casting directors we book with and for continuity purposes, your **MAIN** photo, which is the first picture casting sees **MUST** be a photo we take here at our in-house studio. Please do not submit professional headshots with a request to list as your main photo. Casting Directors like to see pictures we took here. It gives them a confidence level of “what they book is what they get”. Believe me you are not doing yourself any favors. The main photo that we use for submitting to casting will always be the photo we take here after registration or at subsequent updates. You are more than welcome to submit photos of other “looks” i.e. costumes, uniforms, formal wear, swim suits or any other unique looks. **DO NOT** send us a photo of anything you do not own and have immediate access to. Please do not send us multiple pictures of the same “look” in a different color or outfit.

We are more than happy to do photo updates for you free of charge at our office and in fact we recommend that you do so every six months or whenever your “look” changes significantly i.e. hair color, length or style change.

In office updates are held Monday – Friday between **2:00-3pm**. Please be punctual or you may not have an opportunity to have your picture taken. Line up as soon as our registration session is over with as many different looks, costumes or uniforms as you like.

When e-mailing photos the following criteria must be met in order for photos to be applied to your account.

### **All photos must be...**

- **IN COLOR**...no black and white, color enhanced, photo shopped, or generally touched ups etc.
- **VERTICAL** ...only pictures of your car will be accepted in horizontal orientation.
- **From the KNEES UP**...the purpose of these photos is to see you and your wardrobe!
- **IN YOUR OWN WARDROBE**...if you don't own don't send it in.
- **All Pictures must be in JPEG Format**
- **Minimum size of 640x480, but no larger than 1 meg**
- **CURRENT!** Is this what you look like now?
- **ONE PER CATEGORY!** All photos submitted via e-mail or taken here at the office must fit a specific category in order to be applied to your account. We have room for one per category (one business, one casual, one bathing suit, one formal, one picture of your dog, etc...). Also, please do not send multiples of a certain look for us to select from. You pick your favorite, that fits the criteria and send that one picture!
- **GOOD QUALITY and GOOD LIGHTING**
- **Taken with a PLAIN BACKGROUND.** Preferably white, we want you to be the focus of the picture!

We do not accept any hard copies of photos, discs or zip drives. All photos must either emailed to us or taken here in the office during our allotted time for photo updates. Email all photos to;

**PHOTOS@EXTRASMNGT.COM**