

**PAYMENT FOR ADDITIONAL PHOTOS,
VOICE-CLIPS AND SHOWREELS
ON YOUR SPOTLIGHT WEB PAGE**

Online download
08/09

SPOTLIGHT

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e questions@spotlight.com w www.spotlight.com

Enhance your Spotlight web CV by adding extra photographs, voice-clips and a showreel.

These will be accessed by casting professionals when they view your web CV.

Use these extra features to display your full range and versatility as a performer.

Please note that you can upload **photos free of charge** if you do this yourself via our website. Just log on with your UPDATE PIN. This is also the **quickest** way to add new photos to your Spotlight web CV!

Name
Signed
Date

For office use only
Ref
Acc No

I am submitting:	Quantity	Cost	Total
Photos (Add unlimited photos at £5 per photo) I am submitting by hard copy <input type="checkbox"/> disk <input type="checkbox"/> e-mail <input type="checkbox"/> (to photos@spotlight.com)		£5	
Voice-clips (Maximum 2 minutes) I am submitting by e-mail <input type="checkbox"/> disk <input type="checkbox"/>		£15	
Edited Showreel (Maximum 5 minutes) I am submitting by		£30	
Unedited Showreel (Maximum 5 minutes) I am submitting by		£45	
			Total

Payment:

Cardholder Name Mr/Mrs/Miss (please circle)
 Cardholder Address

 Postcode Tel

I enclose payment of made payable to *Spotlight*
 or debit my (please circle) Visa / MasterCard / Maestro (Switch) / Amex

Date Returned
(FOR OFFICE USE ONLY)

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(Maestro only)

Security number Last **three** digits on the reverse of your card or **four** on the front of your Amex card

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Cardholders Signature Expiry Date Start Date/Issue No

Please complete the relevant sections of this form, depending upon whether you are sending in extra photos, voice-clips and/or a showreel. We can only store disks/voice-clips/showreels for up to 60 days, after which they will be destroyed if not collected.

Please note photos/voice-clips/showreels can take up to 21 days to upload.

Please ensure you have a back-up of all files. For terms and conditions please see www.spotlight.com/terms

- Please e-mail multimedia@spotlight.com if you have any queries.
- To find a recording studio, buy a copy of *Contacts* from www.spotlight.com/shop

Your Professional Name

First Name Last Name

Only use this form if you want Spotlight to upload photos on your behalf. If you upload photos yourself online, it is much quicker and also free of charge. Just log on to our website with you UPDATE PIN number.

Please tick the relevant boxes and provide the photographer's name below.

• Photo 1

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 2

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 3

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 4

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 5

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 6

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 7

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

• Photo 8

Photographer's name

Submitted by Hard copy Disk Email Cost £5.00 Office use only Rec'd

Total x photos @ £5.00 = (please insert total here and on page 1)

Your Professional Name

First Name Last Name

You can enhance your Spotlight web page with a showreel of up to five minutes in length.

A showreel can be added now, or at any time throughout the year.

A showreel costs £30.00 to upload if it is already edited, £45.00 if not (inc VAT)

It can be one continuous clip, or split into several clips totalling five minutes: a great way for you to demonstrate the variety of your work.

Showreel material should be supplied to us on DVD, or on CD-ROM or DVD-ROM containing video clips in DV, MPEG-I, MPEG-2, Quicktime or AVI file formats. We do not accept VHS cassettes. Please see our website www.spotlight.com for full technical specs, and ensure that all material is clearly labelled with your full Spotlight name, address and contact telephone number.

Please tick the relevant box and provide information below.

How is your Showreel being submitted disk e-mail

Office use rec'd

Is this replacing an existing Showreel? yes no

- I am submitting a continuous, ready-edited showreel. £30.00
- I am submitting showreel clips as per below. They do not need to be edited. £30.00
- I am submitting showreel clips per below. They need to be edited as marked. £45.00

• Showreel clip 1

Title of clip (40 characters maximum).....

Start time (min : sec)..... Finish time (min : sec).....

• Showreel clip 2

Title of clip (40 characters maximum).....

Start time (min : sec)..... Finish time (min : sec).....

• Showreel clip 3

Title of clip (40 characters maximum).....

Start time (min : sec)..... Finish time (min : sec).....

• Showreel clip 4

Title of clip (40 characters maximum).....

Start time (min : sec)..... Finish time (min : sec).....

Edited showreel @ £30.00

Un-edited showreel @ £45.00

Total (please insert total here and on page 1)

Copyright Clearance

Please make sure you have the relevant copyright clearance to use all showreel material. In submitting material to Spotlight you are guaranteeing that you have obtained the relevant permissions. For more information please visit the Terms and Conditions section of our website www.spotlight.com/terms

Spotlight reserves the right to remove any material which it deems to be inappropriate or defamatory.

Your Professional Name

First Name Last Name

You can enhance your Spotlight web page with a voice-clip of up to 2 minutes in length.

A voice-clip can be added now, or at any time throughout the year, and costs £15.00 (inc VAT).

It can be one continuous clip, or split into several clips totalling two minutes: a great way for you to showcase a variety of different work including voice-over, singing, monologue, etc.

Your clip(s) should be supplied on a standard audio disk, or as digital audio files in either WAV or MP3 format. MP3 files can also be emailed to multimedia@spotlight.com. For technical queries call 020 7440 5028. Please ensure that all material is clearly labelled with your full Spotlight name, address and contact telephone number.

Please tick the appropriate box and provide relevant information below.

How are your Voice Clips being submitted disk e-mail

Office use rec'd

Is this replacing existing Voice Clips? yes no

- I am submitting one continuous. It does not need to be edited
- I am submitting voice-clips as per below. They do not need to be edited
- I am submitting voice-clips as per below. They need to be edited as marked

Example:

'Good Evening' 0.06' Good Night' 0.41

• Voice clip 1

Title of clip (40 characters maximum).....
Words in (min : sec) Words out (min : sec)

• Voice clip 2

Title of clip (40 characters maximum).....
Words in (min : sec)..... Words out (min : sec)

• Voice clip 3

Title of clip (40 characters maximum).....
Words in (min : sec)..... Words out (min : sec).....

• Voice clip 4

Title of clip (40 characters maximum).....
Words in (min : sec)..... Words out (min : sec).....

Total £15.00 **(please insert on page 1)**

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