



PERFORMER'S MANUAL

January 6-10, 2025

Westin Bonaventure Hotel & Suites
404 S. Figueroa St
Los Angeles, CA 90071
213.624.1000



Congratulations on your acceptance to IMTA. I am sure you will truly have the time of your life. To make sure you are ready to succeed at IMTA, we have put together an extensive program to help you before, during, and after the convention. This program consists of weeks of training, wardrobe selection, photo selection, and counseling before, during, and after IMTA.

First of all, I want you to be aware of who will guide you through this process.

IMTA Director – Megan Bruning 253-330-6496 megan@seattletalent.net She is your first point of contact for ALL IMTA questions. Please do not take information from other contestants, parents, or even other Seattle Talent employees. Only your IMTA Director is in constant contact with IMTA and myself weekly.

If for any reason you have an issue that your director cannot handle or if you just need to speak with me for any reason, please do not hesitate to call or email me.

I am looking forward to meeting and working with each of you. We are all excited about the group we are taking to IMTA

Robert Keeling
Vice President
Seattle Talent
206-900-9800
robert@seattletalent.net



General Tips

- **IMTA INFORMATION BOOTH**
This is the central location for performers to ask questions. If you have a question, always go to your IMTA Director or the Contestant Information Booth. Unasked questions don't get answers!
- **THE SCHEDULE**
IMTA competitions and events are generally scheduled by division. Know your division and follow the schedule book accordingly. If you have any questions about your schedule, go to your IMTA Director or the IMTA Information Booth.
- **PUNCTUALITY**
Punctuality is a must! You should arrive at your auditions 15 minutes prior to your call time. Allow additional time for warm-ups, getting lost or waiting for elevators.
- **ATTITUDE**
Your success in the entertainment or fashion industries has as much to do with your personality as it does with your appearance or talent. Being friendly, polite and cooperative will help lead you to success.
- **COURTESY**
Talking and noise should be kept to a minimum at all times during auditions, seminars and special events (this also means in the hallways, on the elevators and any areas near the events). If you are disruptive, you may be asked to leave.
- **MOBILE PHONES**
Mobile phone use is not permitted in any area related to the convention. Turn your phones off or keep them set at Silent.
- **APPLAUSE!**
We want everyone to be enthusiastic and to support his or her school and friends. However, yelling, hollering, screaming and screeching are distracting and unprofessional. Let's all be considerate and keep noise limited to applause only.
- **AUDITION SCHEDULES**
If you are registered in a category, you WILL be able to do each audition for that category. If you are registered in multiple categories, the IMTA Staff will help you with your schedule so you can make all of your call times. If you have a question, ask an IMTA Staff Member at the IMTA Information Booth. If you don't ask, we can't help you.
- **BADGES**
Wear your IMTA badge at all times! You must have it with you to enter any IMTA event or audition. If you lose your badge, contact your IMTA Director or go to the IMTA Information Booth.
- **RESPONSIBILITY**
The Hotel staff work very hard to ensure that our convention is fabulous! Please extend the same kindness to them by keeping noise and untidiness to a minimum. You will be held financially responsible for any damage done to the hotel property.



DON'T...

- Put your room number on your key.
- Give your room number to strangers (Photographers, Agents, etc.). Anyone wanting to contact you MUST do so through your IMTA Director.
- Leave the hotel without the permission of your IMTA Director.
- Wear your badge outside the hotel.
- Talk to strangers or go anywhere with Photographers, Agents, etc. Anyone wanting to see you MUST speak with your IMTA Director.
- Leave your room without your badge (you need it to audition and attend all IMTA events).
- Leave cash or valuables in your room. Use your room safe or the Hotel Safe Deposit Box which is located in the Lobby.
- Have your personal contact information on your resume (including mailing address, phone numbers, email address or website). Anyone wishing to contact you MUST do so through your IMTA Director.
- Sit on the floor. If there are not enough chairs available, tell an IMTA Staff Member in the Contestant Information Booth.
- Eat or drink in any of the audition rooms. You will be asked to leave!

DO...

- Always travel in pairs (including public bathrooms, hallways and elevators).
- Call Hotel Security in the event of an emergency.
- Know all of your IMTA Director's contact information.
- List your name and the full name, address and telephone number of your school on your resumes and model cards. Do not put your mobile phone number, or home address and phone number on your resume or model cards.
- Personalize your IMTA bag. All bags look alike! So put a ribbon or tag on your bag to distinguish it from others.
- Keep your personal belongings with you at all times.
- Familiarize yourself with the Hotel. Find the elevators, house phones and the IMTA Information Booth.

HOTEL CHECK-IN, ORIENTATION & REGISTRATION

- Your IMTA Director will handle hotel registration for all Performers, Parents, and guests. You will be able to check in at the front desk or IMTA satellite check in at the hotel.
- IMTA registration is taken care of by your IMTA Director. After your school's registration is completed, your IMTA Director will meet with your group to distribute IMTA badges, bags, and schedule books.
- Please check your badge and make certain you understand the schedule.
- If you are traveling without a parent to IMTA, you will be matched up with other contestants (adults) or another family (teens) to share a room with.



CLOSED SET COMPETITIONS

- You will perform on-camera on a closed set.
- Report to the audition room 15 minutes before your call time and join the queue for your assigned room.
- Make sure your Performer # is facing out.
- There will be a T-shaped mark on the floor where you should stand.
- When it is your turn, walk up to the T-shaped mark and wait for the Starter to tell you when to begin.
- When your time is up, the Starter will say, "Time," and you will stop your performance and return to the waiting area at the back of the room.

OPEN SET COMPETITIONS

- Report to the audition room 15 minutes before your call time and join the queue for your assigned room.
- Make sure your Performer # is facing out.
- There will be a T-shaped mark on the floor where you should stand.
- When it is your turn, walk up to the T-shaped mark and wait for the Starter to tell you when to begin.
- When your time is up, the Starter will say, "Time," and you will stop your performance and return to the waiting area at the back of the room.
- Registered parents and guest are allowed in to watch but should remain quiet at all times.

MODEL AUDITIONS

- Anyone who is registered in as a model should participate in the modeling competitions as their top priority.
- Model auditions times are specific and CANNOT be changed. If you miss your modeling audition, we cannot reschedule it.
- If you are registered in other categories, we can re-arrange the other competitions for you. See an IMTA Staff Member at the Contestant Information Booth to make those changes.
- Report to the audition room 15 minutes before your call time and join the queue for your assigned room.
- Line up in numerical order with your Performer # facing out.
- The starter will tell you when to go to the center of the stage. The announcer will announce your number and you will walk the runway.

COMMERCIAL PRINT

- Your photo(s) will be projected for agents, managers and casting directors to view.
- You do not need to be present for the showing of your photos.



AWARDS NIGHT CELEBRATION OF SUCCESS

- Your IMTA Director will distribute banquet tickets to your group.
- Please keep your ticket stub to guarantee re-entry to the ballroom.
- Sit at the table number indicated on your ticket. Do not sit at any other table. Large screens on either side of the stage help you enjoy the show.
- Know that if you are not called up on stage to receive an award that you are still a winner! Cheer for the winners, have a great attitude and enjoy the show.
- If you do win, REACT! Smile, jump up and down, whatever your natural happy reaction is, let it show. We want to see your joy! And remember the camera crew has their lens on you!
- This is a black tie event. Ladies, wear elegant evening attire. Gentlemen, don a tuxedo or a nice suit in a dark color. Young girls, please wear a simple, pretty dress.

VIDEO CREW

- The IMTA Video Crew will be around during the entire convention!
- They may ask you to be interviewed or they might just film you during your normal activities at the convention. They may also interview Parents and School Directors.

MODEL DIVISION CATEGORIES

Model contestants must meet division age *and* height requirements

DIVISION	AGE RANGE	HEIGHT	DESCRIPTION
M1*	17-25	5'9" & Over	Female Model
M2	15-17	5'7" & Over	Female Junior Model
M3	13-15	5'6" & Over	Female Teen Model
M4	9-14	All Heights	Female Pre-Teen Model
M5*	15-25	All Heights	Female Commercial Model
M6	26 & Over	All Heights	Female Lifestyle Model
M7	17-25	5'11" & Over	Male Model
M8	15-18	All Heights	Male Junior Model
M9	9-14	All Heights	Male Pre-Teen Model
M10	18 & Over	All Heights	Male Commercial Model
M11	4-8	All Heights	Child Model (Boys & Girls)

*Plus Size Models compete in M1 and should meet the following requirements: height 5'9" – 6', sizes 10-14

*Female Plus Models compete in Commercial Print instead of Swimwear for Model of the Year eligibility.

True Fitness Models in M5 may compete in Swimwear instead of Commercial Print for Model of the Year eligibility.

To qualify for MODEL OF THE YEAR, a contestant must enter the following required competitions.

(M1) Female Model

1. Fashion Print &
2. Runway
3. Swimwear or Commercial Print*
4. Makeup
5. TV Beauty
6. Jeans

(M2) Female Junior Model

1. Fashion Print &
2. Runway
3. Swimwear
4. Makeup
5. TV Beauty
6. Jeans

(M3) Female Teen Model

1. Fashion Print &
2. Runway
3. Swimwear
4. Makeup
5. TV Beauty
6. Jeans

(M4) Female Pre-Teen Model

1. Fashion Print &
2. Runway
3. Beachwear
4. TV Beauty
5. Jeans
6. Commercial Print

(M5) Female Commercial Model

1. Fashion Print &
2. Runway
3. Makeup
4. TV Beauty
5. Jeans
6. Commercial Print or Swimwear*

(M6) Female Lifestyle Model

1. Fashion Print &
2. Runway
3. TV Beauty
4. Jeans
5. Commercial Print or Swimwear*
6. On-Camera Host or Makeup*

(M7) Male Model

1. Fashion Print &
2. Runway
3. Swimwear
4. TV Beauty
5. Jeans
6. Commercial Print

(M8) Male Junior Model

1. Fashion Print &
2. Runway
3. Swimwear
4. TV Beauty
5. Jeans
6. Commercial Print

(M9) Male Pre-Teen Model

1. Fashion Print &
2. Runway
3. Beachwear
4. Jeans
5. TV Beauty
6. Commercial Print

(M10) Male Commercial Model

1. Fashion Print &
2. Runway
3. Jeans
4. TV Beauty
5. Commercial Print
6. On-Camera Host or Swimwear*

(M11) Child Model

1. Fashion Print &
2. Runway
3. Beachwear
4. Jeans
5. TV Beauty
6. Commercial Print

TALENT DIVISION CATEGORIES

DIVISION	AGE RANGE	HEIGHT	DESCRIPTION
T1	21 & Over	All Heights	Female Actor
T2	18-20	All Heights	Female Young Adult Actor
T3	16-17	All Heights	Female Junior Actor
T4	13-15	All Heights	Female Teen Actor
T5	9-12	All Heights	Female Pre-Teen Actor
T6	21 & Over	All Heights	Male Actor
T7	18-20	All Heights	Male Young Adult Actor
T8	13-17	All Heights	Male Junior Actor
T9	9-12	All Heights	Male Pre-Teen Actor
T10	4-8	All heights	Child Actor (Boys & Girls)

To qualify for ACTOR OF THE YEAR, a contestant must enter the following required competitions:

(T1) Female Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T2) Female Young Adult Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T3) Female Junior Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T4) Female Teen Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T5) Female Pre-Teen Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Kids' Spot

(T6) Male Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T7) Male Young Adult Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T8) Male Junior Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Improvisation

(T9) Male Pre-Teen Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Cold Read
6. Kids' Spot

(T10) Child Actor

1. Theatrical Headshots &
2. Screen Test
3. TV Real People
4. Monologue
5. Kids' Spot
6. TV Scene



SPECIAL EVENT: AGENT INTRODUCTION & OVERVIEW

- The Overview is not a competition, but an un-judged opportunity to be seen on the runway/stage by the Agents, Managers and other VIPs who might not have seen Contestants during the modeling and talent competitions.
- Contestants walk the runway by age group, separated into models and talent, male and female...except for young children, who walk together.
- Contestants work with their Director to select an appropriate Overview outfit, hairstyle and makeup. Contestants are requested to wear black on bottom and either white or another solid color on top.
- Teen and older female models should wear a black skirt and a white tank top.
- Teen and older male models should wear black fitted jeans or black slacks on bottom and a fitted t-shirt on top.
- Contestants use the Overview as an opportunity to impress the Agents, Managers and Casting Directors with their smile and personality.
- Before the Overview, all of the Agencies, Management Companies and Casting Directors scouting at IMTA are introduced. This introduction not only recognizes those people for their support of IMTA, it provides Contestants and their families the opportunity to learn which companies have been judging the competitions and may potentially be offering callbacks to Contestants.

EXTRA COMPETITIONS

Your contestant package includes entrance into six competitions from the above list. You can enter all acting, all modeling, or a combination of both along with Singing, Dancing, and Songwriting. You will need to enter all of the required competitions listed in each category if you want to be eligible for the overall "Actor of the Year" or "Model of the Year" awards. You can purchase extra competitions for \$95 each.



CHOOSING MONOLOGUES FOR IMTA

The information below is designed to help you in choosing your monologue(s). Please choose **one** Comedic or Dramatic Monologue. The following guidelines must be adhered to.

PLEASE READ ALL OF THE FOLLOWING INFORMATION!

When selecting monologues, choose material that is suited to your casting age, personality, and look. In other words, you should realistically be able to be cast in the role. So, if you are 16, don't do a monologue that is talking about college life. If you are 20, don't pick a monologue talking to your 9-year-old son.

Choose monologues that make you laugh, cry, feel, or think, "I can relate to this!" In other words, pick monologues that you like and can draw from your own life experiences and emotions. Monologues which are active (meaning you are speaking directly to someone specific at the moment) tend to be better than those, which are reminiscent, speech-like, nostalgic, or highly descriptive stories.

Make sure your monologue(s) is **NO MORE THAN ONE MINUTE IN LENGTH**. You will be timed and cued to leave the stage when your time is up.

Also, keep in mind when you are reading and timing your monologue(s) that performing time will run longer than reading time.

If you find a monologue you really like, but it is slightly longer than a minute, you should trim it down so that you may use it. If you need help in figuring out which lines to cut, please ask for help. However, do not bring in a 3 or 4-minute monologue to cut – it's too long and too difficult.

WARNING: Do NOT! Choose materials that are suggestive, sexual in nature, or contain offensive language or behavior! If there is an offensive word in an otherwise suitable monologue, cut and/or replace it with an acceptable one. Do not pick monologues that require dialects/accents, classical pieces (Example: Shakespeare), poetry, monologues on the phone, or monologues that are too old or young for you.

Other preferred monologue material can be found in plays, film scripts, TV scripts, monologue books, short stories and novels. You can type up a great monologue you saw in a film or on TV. Monologues books, plays, and short stories can be found at most bookstores and libraries.

You can also find monologues online. There are many sites you can use to locate examples such as: www.monologuedog.com, www.script-o-rama.com, www.scriptcrawler.com, www.simplyscripts.com, www.twiztv.com, www.actingscenes.com, www.10-minute-plays.com.

"SAMPLE RESUME" FOR THE ENTERTAINMENT INDUSTRY

(All ages need a professional resume)

Actor's Name Here

Statistics

Height: 5'9"
Weight: 119lbs
Eyes: Blue
DOB: 1-2-99 (if under 18)

Contact

Seattle Talent
704 228th Ave NE, #601
Sammamish, WA 98074
206-900-9800

Plays/Performances:

"Anne Frank"	Starred as Anne Frank	Little Theatre
"Who Stole the Tarts"	Starred as the Queen	North Shore Auditorium
"Jesus of Nazareth"	Played a dedicated follower	Amphitheatre
"The Greatest Gift"	Co-starred as a color-analyst	Central Baptist Church
"The Meaning of Christmas"	Starred as Jamie	City Church
"Sisters"	Starred as Sister Megan	Puyallup Four Square
Performs in Church Choir		Central Baptist Church
Participates in Choir performances at school		Curtis Junior High
Danced in the jazz performance "A Dance through Time"		Pantages Theatre

Training:

Runway
Television and Commercial Phase I
Commercial, Television, and Film
Stage Acting
(List all training separately)

Seattle Talent
Seattle Talent
Valerie Ramer
Little Theatre

Abilities/Skills/Awards

Bilingual Spanish/English, hip hop dance, TaeKwonDo, Singing, Softball, Swimming, Rock Wall Climbing.

High Honor Roll for 2 years in a row.

Last updated: 04/01/21



IMTA Clothing Guidelines

Contestant Orientation

- No dress code. It is just a fun kick off event so dress casual. But remember you should always look sharp as the hotel is always full of agents, managers, and VIPs.

Overview

- Many of the agents will be there watching so look sharp!
- Black on bottom is recommended and a solid color top.
- Models should dress like models. Teen and older female fashion models should wear a black skirt and heels. Teen and older males should wear fitted black jeans or slacks and a fitted t-shirt.

Awards Night Party

- Dress comfortable and casual and have fun!
- You might be on stage to win an award though so look sharp!
- There is a dance party during the event so plan accordingly.

Awards Banquet:

- This is a formal affair.
- Ladies should wear cocktail or evening dresses.
- Men should wear a suit or a tux.
- Kids should dress up and look cute!
- Your banquet clothes do **not** need to be approved

Acting Competitions:

- On bottom: Khaki/Brown/Blue pants or skirts. Jeans are ok but should fit well and be stylish. Dress it up a bit for better results!
- On Top: Solid color shirts. Stay away from: Turtlenecks, deep plunging necklines, denim, stripes, large logos, or heavily textured materials. T-shirts or Polo shirts work great.
- Shoes: Clean white tennis shoes, loafers, nice boots (not hiking), dress shoes. Girls should avoid large heels as you will be standing in lines and the days tend to run long.
- Minimal or no jewelry. Remember that the object is to look at your face, not your clothes.
- You probably have most of what you need in your closet. Make sure that clothes look new and neat. You do not have to have a whole new outfit for each competition. You can wear things more than once as different agents judge each competition.



IMTA Clothing Guidelines (cont.)

Female Modeling Competitions (Over 13 years old):

- **High Fashion** - examples of high fashion outfits can be found on billboards and websites of places such as H& M, Forever 21, Nordstrom or any of the other fun stores you like shop at in the mall. Take a look at their mannequins; you can copy an outfit right off of them. Make sure to notice the shoes and accessories. Remember some stylist was paid a great salary to come up with these catchy fun outfits for someone your age. You can also find great styling ideas watching recent runway shows. Google "Mercedes Benz Fashion Week 2015" to see what was shown this year on the runway. You can copy all these outfits at your local stores. On a side note you should watch some of the video footage for insight to what a paid model looks like walking in a show.
- **Swimwear**- your swimsuit should be two-piece, a solid darker color and very simple. The best colors are black, brown, navy, blue and maroon. The top should be triangle top with no padding and please no string less bando styles. The bottoms should fit perfect, not to tight or loose. No string sides, 1/2" or thicker is perfect. Lastly there should be nothing hanging from the suit such as strings or charms and there should be no rhinestone decorations. Again the perfect suit is simple!! You will walk in runway shoes.
- **Jeans**- You are required to wear a pair of jeans, no dresses, skirts or shorts. I recommend skinny jeans that hit at the middle of your anklebone. This gives you maximum length in your leg. Darker blue or black are perfect. Please no faded or ripped looks. You will need a simple top, take a look at Nordstrom.com and search "two-way seamless tank" for an idea what your top should look like. You don't need to buy it from Nordstrom. This is just to get an idea of the style and fit I am looking for. Any color you like is fine. You will walk in runway shoes.

Runway shoes for females 13 and over – The most important thing about your runway shoe is that you can walk in it. No matter how cute the shoe is, if you need to bend your knees, wobble, or just in general look frightened while wearing them you have the wrong shoe. A pump tends to work great, 3 1/2" heel or taller, a small platform makes the shoe much easier to walk in and as thin a heel as possible. No full platforms or chunky style heels. Be careful with open toed styles, walk in them and if your toes are pushing out the front don't buy them. Open toed shoes can be very hard to keep on your feet. Ankle booties shoes can be very cute, be sure they fit snugly around your ankle. It should not look like there is a lot of space around your ankle with your leg in the middle. If you find one pair of basic runway shoes that looks great with all three of your outfits buy them. If you have a great walk no one is going to notice you wore the same pair of shoes three times on the runway.

- We will schedule times for you to bring items in for review with your director and/or runway coach. For Seattle clients this will happen in our office. For satellite clients this will happen at IMTA during Boot Camp.
- We can also shop with you for these competitions if necessary if you can make it to Seattle.
- We also have a supply of accessories we will bring to the convention.

IMTA Clothing Guidelines (cont.)

Male Modeling Competitions (Over 13 years old):

If you are a runway model in division 7-8-10 and 5'10" or taller that means that Hank will help dress you for the Runway, Jeans, and Swimwear competitions at IMTA. Younger/shorter guys will most likely refer to the guidelines for the younger kids below. Check with us if you are not sure where you fall. We will set up a time at IMTA to look at your clothing and we may dress you in your own clothes, our clothes, or a combination of both. There is a list below of items you should bring with you. Also feel free to bring any great outfits that you may have. But if you can bring some of these basics, it would help a lot. Don't stress about buying a bunch of stuff. Just bring what you have.

- Black dress shoes / black socks
- Black belt
- White fitted T shirt
- White/black brief underwear – no boxers or baggy underwear!
- White fitted dress shirt
- Black slacks
- Jeans – not baggy - the pair or pairs that look and fit the best!
- Any accessories you have such as hats (not caps), scarves, bracelets, chains, belts
- If you have a suit or great casual sport coat
- Any favorite pants/shirts you have that you think look good and fit well

This also means that you will be in a speedo style suit for your swimwear competition. For most of you this is not what you wear to the pool so if you have tan lines from wearing board shorts or just regular shorts, you will need to work on that prior to IMTA. Any combination of going to the tanning salon, buying self tanner (careful not to turn orange), or sitting outside in the sun (if you happen to live where that is possible!) in a speedo or brief underwear will probably fix it. You will also want to pay attention to body hair. If you have really hairy legs you should probably trim them. NOT shave them. Just use a pair of hair trimmers and shorten the hair so it is not too long and it will look much better on the runway. If you have hair on your chest it is usually best to get rid of it unless it is just a small amount. You can wait to do this at IMTA if you want so that you don't get razor burn trying to maintain it. Just make sure to bring a razor and shaving cream.

Younger Female & Male Modeling Competitions (5-12 years old):

- **High Fashion** - Examples of high fashion for a young person can be found on websites such as JCrew (across the top click girls or boys and then link to "looks we love"), Abercrombie kids, H&M Kids, Gap, Old Navy, Chasing fire flies (not the costumes or theme items) and many more. I will say JCrew is by far my favorite website for kids styles. Now that being said you can take your style cues from their website and duplicate the outfit elsewhere. JCrew is expensive.
- **Beachwear** - Boys should wear a pair of board shorts, bright fun colors are great. No Speedos! T-Shirt optional. Make sure the fit is just right, not to big and showing to much or to small and riding up. For girls a one-piece with shorts or a skirt or cover up. No 2 piece bikinis for 4-12 year olds. It can be fun with colors and ruffles if you would like. Both boys and girls will walk with bare feet.
- **Jeans**- The jeans competition for both girls and boys must include a pair of blue jeans. They can be capri or full length, they **can not** be overalls, shorts, dresses or skirts. For the rest of the outfit refer back to your kids websites and look for jean options. Boys can add fun shirts, jackets, blazers, and girls the same thing. Pick shoes that complement the outfit.



IMTA Photos

All clients attending IMTA will need professional photos. If you are an Actor, Singer, or Dancer you will need an Actors headshot. If you are a model you will need a variety of photos to show off your modeling ability. If you have the ability to travel to Seattle for your shoot we are able to assist you with this entire process.

If you are planning on doing your photos closer to home, please follow these instructions:

Actors/Singers/Dancers

- Actors, Singers, and Dancers need a professional 8X10 color headshot.
- You will need to provide the image to us in jpeg format scanned at 300 dpi.
- You will need to print 50-100 copies of this for IMTA.
- We have a printer that will do this for you. The cost is about \$79 for a box of 100 copies on nice card stock with your name printed on the bottom. Please let us know if you would like an order form and we can email one to you.
- You will then attach your resume to the back. This can be copied onto the back at a copy center, glued, or stapled in all 4 corners.
- Please make sure that resume paper is cut down to 8x10 so that it fits perfectly on back if you are stapling or gluing.
- You will also want to write your contestant number (you will receive this a few weeks before IMTA) on the front of any headshot you hand out at IMTA. You won't need all 100 so start with 25 and then add it to more as you go.



IMTA Photos (cont.)

Models

- All models will need two shots that show you in a variety of poses and clothing for the Commercial Print Competition at IMTA.
- Runway models will also need two additional shots for the Fashion Print Competition at IMTA.
- If you are doing photos on your own, try to find a "fashion" photographer rather than someone who does portraits.
- You will need to email the images to us in jpeg format scanned at 300 dpi.
- Fashion Models 13 and older will also want to order Model Cards to pass out at IMTA. It is optional for Commercial Print models (not on runway) and kids 12 and under.
- We have a printer that can assist you with model cards and prints. The cost is about \$95 for a box of 100 copies on nice card stock with your name and stats printed on the bottom. Please let us know if you would like an order form and we can email one to you.
- You will also want to write your contestant number (you will receive this a few weeks before IMTA) on the front of any headshot you hand out at IMTA. You won't need all 100 so start with 25 and then add it to more as you go.
- A great way to show your photos to agents at IMTA is to put all of your best shots in a folder on an iPad or any Tablet device. That way the agent can flip through them with a larger view. This is the new version of a Portfolio Book" If you go this route make sure to only put professional photos that we have approved in the folder.



IMTA GUIDELINES FOR PARENTS AND GUESTS

General Tips

- **IMTA INFORMATION BOOTH**
This is the central location for Parents and Performers to ask questions. If you have a question, always go to your IMTA Director or the IMTA Information Booth. Unasked questions don't get answers!
- **THE SCHEDULE**
IMTA competitions and events are scheduled by division. Know your performer's division and follow the schedule book accordingly. If you have any questions about the schedule, go to your IMTA Director or the Contestant Information Booth.
- **GUIDELINES FOR PERFORMERS**
Read and understand the IMTA Guidelines for Performers so you will be able to assist your Performer(s) during the Convention.
- **PATIENCE**
Being the parent of a child interested in entering the world of entertainment requires enormous patience on the part of a parent. There is lots of "waiting time." Those who are successful at being the parent of a child actor or model learn to bring a book to read and learn to keep their child calm during waiting time.
- **ATTITUDE**
Your Performer's success in the entertainment or fashion industries has as much to do with your support as it does with their personality, appearance or talent. You being friendly, polite and cooperative will help lead them to success.
- **COURTESY**
Talking and noise should be kept to a minimum at all times during auditions, seminars and special events (this also means in the hallways, on the elevators and any areas near the events). If you are disruptive, you may be asked to leave.
- **MOBILE PHONES**
Mobile phone use is not permitted in any area related to the convention. Turn your phones off or keep them set at Silent.
- **BADGES**
Wear your IMTA badge at all times! You must have it with you to enter any IMTA event area. If you lose your badge contact your IMTA Director or go to the IMTA Information Booth.
- **RESPONSIBILITY**
The Hotel staff work very hard to ensure that our convention is fabulous! Please extend the same kindness to them by keeping noise and untidiness to a minimum. No outside food or drink is to be brought in to the hotel. Please do not sit on the floor in the hotel. If there are not enough chairs, tell an IMTA Staff Member in the IMTA Information Booth. You will be held financially responsible for any damage done to the hotel property.



HOTEL CHECK-IN, ORIENTATION & REGISTRATION

- Your IMTA Director will handle hotel registration for all Performers, Parents and Guests. You will be able to check in at the front desk or at a satellite check in location.
- Registration is taken care of by your IMTA Director. After your school's registration is completed, your IMTA Director will meet with your group to distribute IMTA badges, bags, and schedule books.
- Please check your badge and make certain you understand the schedule.
- If you are sending your teen or older child to IMTA without you they will room with other contestants going on their own or with another family.

OPEN/CLOSED AUDITIONS

- As a parent, your role in your child's career is one of support and encouragement. At IMTA we are creating real world auditions for your Performers. To maintain this professional standard for Performers, there are some auditions that are closed to all Parents, Guests and School Staff.
- Some audition rooms will have Observation Areas. Those rooms are noted in your Schedule Book and you are invited to the Observation Area to watch auditions. We ask for complete quiet during auditions.

IN ROOM OBSERVATION AREAS

- Observation Areas are inside of some audition rooms. There will be seating areas for Parents, Guests and School Staff to watch their Performer's auditions.
- Remember that this is not a performance, but an audition. There is no applause, cheering or photography allowed in any Observation Room.

SEMINARS

- Seminars are open to all Parents who have registered with IMTA. You are welcome to attend alone or with your Performer.

VIDEO CREW

- The IMTA Video Crew will be around during the entire convention!
- They may ask you to be interviewed or they might just film you during your normal activities at the convention. They may also interview Performers and School Directors.

PARENT PARTICIPATION

- As a Parent who has registered as an attendee at the Convention, you are special and welcome. Should you observe any Parent or Guest who has not registered officially entering any IMTA venue, please notify your IMTA Director and the IMTA Staff at the Contestant Information Booth.