

## **Aurora Model Management's Terms and Conditions**

### **Marketing and Model Representation**

Professional photos are compulsory in order to be represented by AMM and marketed to our clients. Up to 6 of your images are displayed on our website in your own personal "model profile" along with your model details. There is one of \$45.00 fee when you are accepted onto the AMM books. This fee covers the costs of your website management which can be updated at anytime free of charge. You will also receive your own AMM electronic model composite card. Payment can be made by Direct Deposit, cheque or cash.

### **Booking Jobs**

Always use a diary and confirm the following details with AMM's booking agent or the admin assistant. Date, time, venue, job name, job description and rate of pay.

You must read your brief very carefully prior to your shift and if you are unsure of any details make sure you ask.

AMM account managers can be contacted at our head office during business hours only on (07) 3862 4009 or via email.

You are NOT to contact Aurora Model Management's clients direct for work; this would be classed as a breach of the AMM staff agreement.

### **Punctuality**

You are required to arrive 15 minutes prior to the commencement of the job. Ensure you know where you are going. Look at your street directory well in advance to map your route and source nearby parking or public transport.

Make sure you allow time for peak hour traffic, possibly traffic works and parking.

You should not have a reason for lateness, however if something does occur you must phone AMM at the office on (07) 3862 4009. This phone is diverted to a AMM representative outside of business hours. Failure to comply will result in deduction of payment. Arriving 1 minute and later is considered a late arrival.

### **Presentation**

Grooming and personal appearance needs to be outstanding. Please ensure that your hair and makeup looks professional the entire shift. Staff are required to wear correct uniform at all times. You must present yourself in the way specified in your brief.

Do not bring your mobile phone with you as this is unprofessional and not necessary during your shift. Additionally, do not bring your partner or friends to the venue as this is your job and again, not a professional representation of yourself or AMM.

## Cancellations of Shifts

Please carefully consider your ability to fulfil the requirements of a shift before committing to it. Staff are required to give adequate notice (Minimum 24 hours) and reason if unable to attend a shift they are booked for. A reasonable excuse will have to be supported with documentation.

If you do not show up at a promotion you were booked for you will be held responsible for any loss of revenue and time required to remedy the situation. You will also be taken off the books immediately and other agencies will be informed. **We do not tolerate any models text messaging the agency to cancel shifts** despite any situation. You must always call the office ((07) 3862 4009) and on weekends this is diverted to a AMM representative mobile phone. Anyone who fails to follow this policy will be immediately terminated.

## Models Payment

As a courtesy to our models, and uncommon within the industry, we provide payment to our Models every Tuesday for work performed the previous week. Invoices are to be emailed to [accounts@auroramodelmanagement.com](mailto:accounts@auroramodelmanagement.com) or faxed to (07) 3262 8009 prior to 4:00pm Monday in order to receive payment Tuesday.

It is the responsibility of the Model to supply AMM with a complete invoice in order to receive payment. Supplying an invoice more than 90 days old will result in an archiving fee as these documents will have to be retrieved, processed and archived again.

In the event of lateness, no-show or last minute cancellations without acceptable documentation, the appropriate deductions may be taken against any outstanding invoices for that Model.

AURORA  
MODEL MANAGEMENT