

The Parent-Manager Checklist

A practical summary of the journey — from first headshot to final wrap.

Use this checklist as a guide. Every child's journey is different, and not every item will apply to every family or project.

Phase 1: Getting Setup

- ☐ **Documentation:** Passport, birth certificate, and school permission letter are scanned and ready.
- ☐ **The Agent:** Representation secured with a clear, signed contract (checked for "Sole Representation" clauses).
- ☐ **The Look:** Professional headshots taken (theatrical and commercial) and uploaded to Spotlight.
- ☐ **The Accounts:** Dedicated bank account opened; spreadsheet set up for income, agent commission, and mileage.

Phase 2: The Audition Cycle

- ☐ **Self-Tapes:** Dedicated "studio corner" in the house with a neutral background and good lighting.
- ☐ **School Liaison:** Headteacher informed of the child's professional status; template letters ready for absence requests.
- ☐ **The "Safe Harbour":** Post-audition ritual established to decompress and keep being a parent separate from being a manager.

Phase 3: Before the Job

- ☐ **Licensing:** Application submitted to the Local Authority.
- ☐ **The Access Rider:** Document created listing allergies, sensory needs, emergency contacts, and tips.
- ☐ **The Script:** Script/sides downloaded; "Content Disclosure" checked for age-appropriateness.

Phase 4: During the Job

- ☐ **The Handover:** Full briefing given to the approved chaperone; Access Rider handed over.
- ☐ **Education:** School work-pack delivered to the on-set tutor.
- ☐ **Safeguarding:** Identified the Designated Safeguarding Lead (DSL) and the private changing area.
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Phase 5: After The Project

- ☐ **Finance:** Invoiced for any expenses; 20% tax set aside (if necessary); Junior ISA topped up.
- ☐ **Wellbeing:** "Cool-down" week scheduled with no industry talk.
- ☐ **Legacy:** Photos and programmes filed in the Memory Box. Social media monitored.