

# ACTRA TORONTO

## PERFORMER UPGRADE REQUEST FORM

Submission of the Performer Upgrade Request Form is within 30 days as per IPA Article A1001 (d)-"The Performer must advise ACTRA within thirty (30) days of the date on which the Performer becomes aware or ought to have become aware of the act or omission..."

Performer Name:

ACTRA Member #:

Agency (if any):

Production Name:

Episode #:

Date(s) of Work:

Scene #:

Original Category of Work: Background Performer    Special Skill    Photo Double    Actor

Did you mark **Disagree** on your voucher?    Yes    No

Category of Upgrade request (choose one): Principal    Actor    Special Skill    Risk    Dubbing

Dubbing Line:

Date Sent to ACTRA:

Please provide answers to all of the following questions below: (if you need to provide more detail, please put it in the body of your email)

1. What you were asked to do on your day of work?

2. Who else was with you in the scene?

3. How did your action or reaction go beyond the normal duties of your work category?

4. How many takes did you do? did you do/say the same thing in each take?

5. Who requested you to do the additional work?

6. Please include a description of your costume:

**Please include a recent headshot and a copy of your voucher(s).**

**Please allow for 1 – 2 weeks of processing time.**

**Please note that Upgrade requests will be dealt with through A21 & C405 of the IPA.**

For Internal Use Only:

Date received:

Date footage requested (if required):