



ACTRA

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 Speak or Sing

Line of Dialogue _____

Date Sent to ACTRA: _____

Please provide answers to all of the following questions below:

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. Who requested you to do the additional work?

5. 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):