

COVID-19 Guidelines for Hiring Rooms and Studios

We've now reopened Spotlight's Rooms and Studios for auditions.

The safety of both our visitors and our own team continues to be our number one priority.

We have introduced new safety measures including protective screens at reception desks, social distancing floor markings, additional hand sanitising stations, a one way system and a timed system for auditions, to regulate the flow of visitors coming into the building.

We are committed to providing the highest standards of cleanliness, in particular:

- Frequent cleaning of objects and surfaces that are touched regularly including door handles and intercom system buttons
- More frequent cleaning of toilets and stairwell handrails
- Deep cleaning of our rooms, studios and public areas at the end of each working day

All Spotlight employees you meet during your visit are trained on our new safety measures to ensure that these are delivered to the highest standard.

Planning your casting session:

Our rooms and studios can be booked Monday to Friday. Two studio spaces (Studio 1 and Studio 3) and 3 rooms (Selway, Hepburn, Hitchcock) on the 2nd floor are available for hire.

As always with castings, we encourage you to be mindful of the particular needs of different performers. It is against the law to discriminate, directly or indirectly against anyone because of a protected characteristic such as age, sex, disability or ethnicity.

Please take into account the particular circumstances of the performers i.e. ability to travel, geographical location, building access for performers with mobility impairments etc. The Spotlight digital casting service is available to you as an alternative, so shortlisted performers who are unable to attend a casting can submit their self tape online.

Audition guidance:

- In order to maintain safe social distancing, we must restrict the number of people in attendance to one client and one performer in our studios and to two clients and two performers in our rooms
- You are responsible for scheduling the duration of auditions for performers - we recommend a minimum of 10 minutes for each audition
- The chairs in the waiting areas are spaced 2 metres apart, reducing the capacity of our waiting areas
- Attendees must arrive no earlier than 5 minutes before the start of their audition and will be required to leave within 5 minutes of the end of their audition time slot to avoid cross-overs
- Our sign in system will allow performers to check in and fill out any forms digitally
- **We have put together a set of [guidelines](#) for your attendees to explain all the safety measures that they will need to follow while at Spotlight -**

we require you to email the link to shortlisted performers in advance of their auditions

- We encourage our staff to travel at off-peak times as much as possible. For this reason, we will not have any casting sessions starting before 10am
- We also would like to remind you that the wear of a face covering is now mandatory on public transport and we expect all our visitors and staff to adhere to this

General notes:

- Please wear a face mask while you're in the Spotlight building
- We have a one way system in place where you and your attendees enter through the main front entrance and exit the building by the back stairs onto Lisle street
- We have floor markers and signs to guide you and your attendees through the one way system and to emphasise the 2m distancing policy
- We will screen all visitors and ask them to identify themselves before we can let them into the building - any drop-in visitors will be turned away
- Attendees will only be permitted into the building at their allotted time
- We will keep rooms and studios well ventilated where possible by opening windows and doors

Vulnerable visitors:

We ask that you don't encourage anyone feeling unwell to attend an audition and that you give special consideration to individuals who may be more vulnerable due to a pre-existing health condition, or their disability, ethnicity, age, pregnancy or because they live with someone who's at high risk of getting seriously ill. You can use our digital casting service to cast performers who are disproportionately affected by COVID-19.

- It is your responsibility to identify who's at high risk of severe illness from COVID-19 and to talk to them about auditioning safely
- If after this conversation, the performer thinks it is safe for them to travel to Spotlight for their audition, we suggest that they audition at the start of the day
- We are taking all reasonable steps to keep our teams and our visitors safe. If someone among your attendees needs to take extra precautions when they are at Spotlight or if they have physical access issues, please contact our team in advance of the casting to discuss the appropriate arrangements. We will do our best to accommodate specific requests

Cleaning and hygiene:

- Hand gel sanitizers (60 - 70% alcohol) are in place at various points on the 1st and 2nd floors and at entry into the building
- We have signs on each floor prompting visitors to wash their hands before seeing reception
- We have hand washing instructions in all washing facilities
- Spray bottles containing antibacterial surface solution are placed in every bathroom unit on both floors along with signs asking visitors to wipe down taps and door handles after use

- **We request a 'no-contact' casting policy** i.e. hand-shaking must be avoided
- Please do not dispose of any face masks in bins at the Spotlight offices

Refreshments:

- You and your attendees should bring your own drink bottles to the casting as all disposable drinking cups have been removed from water coolers
- We have surface sanitiser by the water coolers so that you and your attendees can wipe down the water pumps after use
- Where possible, you should bring your own lunch to reduce the need for leaving the building unnecessarily
- If you are unable to bring your own lunch, please opt for delivery rather than leaving the building
- The kitchens will only be available for use by Spotlight staff

Stationery/furniture/props:

- All objects such as pens, pencils, charging devices, reading materials and toys have been removed from the reception areas
- No props should be used

Personal possessions:

- You, your clients and attendees should only bring what you need for the session, such as a water bottle

Becoming symptomatic:

- If you have any of the symptoms of Covid-19 while at Spotlight please inform a member of staff while maintaining the 2m required distance and leave the building straight away following the one way system exiting onto Lisle Street
- If you test positive for coronavirus or are in contact with someone who has tested positive after visiting the Spotlight office, please notify us as soon as possible on 020 7437 7631, giving as much information as you can

Babies and children castings:

- Due to the restrictions for entering and exiting the premises safely and to minimise the risk of cross infection, **Spotlight rooms and studios will remain closed for babies castings and for the under 12s**
- Young performers aged 12 and over can be accompanied by one parent only

Singing auditions:

- To comply with government guidance, we will not take bookings for castings that require performers to sing, chant or to converse loudly.

Edit suite access:

- Showreel editing will be available as a remote service only

We will continue to listen to government advice and will review and update the information on this page.

COVID-19 Guidelines for Auditioning at Spotlight

We've now reopened Spotlight's Rooms and Studios for auditions.

The safety of both our visitors and our own team continues to be our number one priority.

We are taking every step possible to maintain your safety while you are at Spotlight, these are summarised in these guidelines, please take the time to read them.

We have introduced new safety measures including protective screens at reception desks, social distancing floor markings, additional hand sanitising stations, a one-way traffic system and a timed system for auditions, to regulate the flow of visitors coming into the building.

We are committed to providing the highest standards of cleanliness, in particular:

- Frequent cleaning of objects and surfaces that are touched regularly including door handles and intercom system buttons
- More frequent cleaning of toilets and stairwell handrails
- Deep cleaning of our rooms, studios and public areas at the end of each working day

All Spotlight employees you meet during your visit are trained on our new safety measures to ensure that these are delivered to the highest standard.

Protect yourself and others:

Please do not leave home if you or anyone in your household:

- Has symptoms
- Has tested positive for Covid-19
- Is shielding

If you suddenly feel unwell while you are at Spotlight, please let our reception team know and leave the building following the one way system exiting onto Lisle Street. We will help you call a taxi so you can get home safely. If you subsequently test positive for COVID-19 please notify us as soon as possible on 020 7437 7631, giving as much information as you can.

We are encouraging casting directors to take into account the particular circumstances of performers when they arrange casting calls i.e. ability to travel, geographical location, and to give special consideration to individuals who may be more vulnerable due to a pre-existing health condition, or their disability, ethnicity, age, pregnancy or because they live with someone who's at high risk of getting seriously ill. The Spotlight digital casting service is available to them as an alternative, so shortlisted performers who are unable to attend a casting can submit their self-tape online - please do not attend a physical audition if you're feeling unwell.

All vulnerable visitors:

- If you're staying at home because you're clinically vulnerable or you live with someone who's shielding, you can audition from home and submit your self-tape via the Spotlight digital casting service. If you'd like to use this service, talk to your agent or the person who's invited you to a casting and they will put you in contact with one of our team members.
- We are taking all reasonable steps to keep you safe. If you need to take extra precautions when you're at Spotlight or if you have physical access issues, please let the casting director know in advance so that they can discuss the appropriate arrangements with our team. We will do our best to accommodate you.

Travelling to and from Spotlight:

- If you wish to cycle to Spotlight, there is a bike rack right opposite our main entrance. Unfortunately, you will not be allowed to come in with your bike.
- We also would like to remind you that the wearing of a face covering is now mandatory on public transport and we expect all our visitors and staff to adhere to this.

Arriving at and leaving Spotlight:

- Please wear a face mask while you're in the building.
- Please attend your audition alone - we won't be able to allow additional guests into the building (including children).
- Young performers can be accompanied by a parent or guardian (one adult maximum).
- Always follow instructions including posters, floor markings and guidelines implemented as a result of COVID19.
- We now have a one way traffic system which is clearly marked. You enter the building through the main entrance at 7 Leicester Place and when your audition is finished, you will leave the Spotlight rooms and offices through the backstairs onto Lisle Street.
- When you call on the main entrance door audio intercom, please tell our reception team your name and the project name you're casting for. They will check your name is on the project sheet before they buzz you in.
- Due to the size of the lift, we can only allow one person in the lift at a time.

General notes:

- Audition times will be staggered through the day. In order to maintain safe social distancing, we have to limit the number of visitors we can have in our reception seating area at any one time so for this reason, we ask that all performers arrive no earlier than 5 minutes before their audition time. We won't be able to let you inside if you arrive any time earlier. We will also ask you to leave the building within 5 minutes of your audition ending.
- Please wash your hands or use hand gel sanitizers on arrival and before you go to reception and after touching surfaces that someone else may have touched before you.
- Our sign-in system allows performers to check in using their personal mobile, and our head sheets and declaration forms are now digital.
- Please maintain social distancing (minimum 2m) from arrival, when using the washroom, when in front of the casting director or our teams and you leave Spotlight.
- There will be a maximum of 3 persons at any one time in the studio on the 1st floor and 4 persons in a room on the 2nd floor.
- Hand gel sanitisers (60-70% alcohol) are in place at various points within the 1st and 2nd floors and at the entry into the building.
- Where possible, we will keep the reception area, rooms and studios well ventilated.
- Please do not dispose of any face masks in any bins in the Spotlight office.

Refreshments:

- There is a water cooler on each floor which you can use to fill up your water bottle. After you refill your water bottle, please use the surface sanitiser to wipe down the water pump.
- If you have a take away drink or soft drink with you when you arrive at Spotlight, please use the bins provided in the reception seating area to dispose of your empty cups or plastic bottles.

What to bring on the day:

- A water bottle - to comply with the government guidance, we've had to remove all disposable cups from the water coolers but you're welcome to use the water cooler in the reception area to refill your water bottle
- A pen - in case you're asked by the casting director to fill or sign a form

To reduce the risk of cross contamination, **please avoid coming to Spotlight with suitcases or bags**, you can bring two small bags with you (a handbag and a small carrier bag for example) and only bring what you need for your audition.

We will continue to listen to government advice and will review and update the information on this page.