

PLACE YOUR NAME HERE

April 18, 2016

UBCP

#300 – 380 West 2nd Avenue

Vancouver, B.C. V5Y 1C8

Attention: PLACE THE REPS NAME HERE

Attn. PERSONS NAME HERE

RE: ACTOR UPGRADE
“SHOW NAME HERE”

On the 18th of April I was hired by the Production named “SHOW NAME HERE” as a background performer.

The principal actor was to hold a sweater up against my back to see the size, which then I was, instructed to turn around and see what the actor was doing. Without us there the scene would not have made the scene to of been funny.

The director had asked me to make a complete 360 and instructed to turn around and still be looking at the actress as she ignore me and continue to walk away to the sales person.

The camera has both the actress and my self in the shoot for the scene.

The scene involved the actress to walk over to myself and to hold a sweater up against my back with out me seeing. The gag is for me to of notice and turn around and to look at her and continue a 360 degree around still looking at her as she walks away and over to the sale person.

I feel that it was substantial and an important part of the story line in the scene, I feel an upgrade would be entitled.

I would much appreciate it if the Union or your self looked into this matter on my behalf.

Sincerely,

YOUR NAME HERE

ACTRA or UBCP Member # 0000

Example of agency & Production Office Please fill in all.

CC.: LOCAL COLOR – Change to your Agency

119 - West Pender Street

Vancouver, B.C. V6B 1S5

Att. Mr. Glen Bottomley

CC.: UBCP

#300 – 380 West 2nd Avenue

Vancouver, B.C. V5Y 1C8

Show Rep: XXXXXX

CC.: PRODUCTION OFFICE

#XXX – XXXXXXXX Avenue

Vancouver, B.C. XXX XXX

Show Rep: XXXXXX

YOUR STREET ADDRESS HERE • VANCOUVER, B.C. • ZIP CODE HERE

PHONE: (604) HOME PHONE # • FAX: (604) FAX PHONE #

EMAIL HERE OR NOT

Here's a link to "Blank Upgrade letter.doc" in my Dropbox:

<https://www.dropbox.com/s/9wzpph12k...>

Here's a link to "UPGRADE CHART 2.jpg" in my Dropbox:

<https://www.dropbox.com/s/4zysxw167rl0wjq/UPGRADE%20CHART%202.jpg?dl=0>

Use the UPGRADE CHART for the UPDATE LETTER and write all three categories in the chart to show why you should get the UPGRADE.

Thank you for using the Upgrade Letter, I first started sharing it back in 2000 to help as many people as I can hope one day the UNION will take notice of what changes need to be put in place.

[Dale Reynolds](#)