

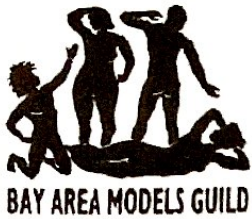
BAY AREA MODELS GUILD
2345 Powell St., #254
Emeryville, CA 94608
510 393-4382
www.bayareamodelsguild.org

Application Instructions

- Please fill out the application completely.
- Any information left incomplete may delay the processing of your application.
- Do not use family members such as husband, wife, partner, brother, sister or mother as a personal reference.
- You can use our models as references if you are sure they know who you are. We'll be able to contact the model. You don't need their contact information as long as they know who you are.
- Make sure to mark that you have read and understood the application.
- Make sure to date and sign the application.
- If you are having Zoom sessions, please fill out the "Client Agreement Addendum for booking Virtual Models." Make sure your name, institution – if applicable, signature and date are inserted.
- Please keep the "Student/Participant Agreement for Drawing from Virtual BAMG models" for your group or class. Have the participants fill these out but you keep them for your files.
- Keep for your files – Do not return:
 - Rate Sheet
 - Client Guidelines – Basic
 - COVID-19 Client Guidelines
- Do return:
 - Signed & Dated Client Application
 - Signed & Dated Client Agreement Addendum for booking Virtual Models – if applicable

You can return the applications by post office, or by email. If sending by email please use a pdf or jpg/photo and send to bayareamodelsguild@yahoo.com

Thank you and we look forward to working with you.



Note: The attached Rate Sheet and Client Guidelines are for you to keep for reference. Please only return the application. Make sure it is dated, read and signed. PLEASE print clearly.

BAY AREA MODELS' GUILD - Client Application

Name: _____

E-mail: _____

Personal /Professional Web Site(s)/Portfolios:

Street Address: _____

City: _____

Zip Code: _____

Phones: Cell: _____ Work: _____

Studio/School/Business Name:

Studio/School/Business Address:

Social Media Handles/Aliases/Affiliate Studios:

CIRCLE ALL THAT APPLY (Note: Please use the backside of this form if you need additional space to clarify or specify.):

Type of Group: Class Workshop Private Group Solo Artist

Other (specify: _____)

Approximate number of people in Class, Workshop or Group: _____

Type of Medium Used: Drawing Painting Sculpture Photography Other
(specify: _____)

Equipment available in your studio: Heater Lights Stand Padding/Pillows
Props Drapes

Model Preferences: Other preferences can be discussed with the Booking
Coordinator.

Circle best option:

A Mix of All Genders Only Gender Non-Conforming Models Only Male Models
Only Female Models Mostly Gender Non-Conforming Mostly Male
Mostly Female Other (specify: _____)

REFERENCES - Personal (references are required to help ensure models' safety.
Please do not use family members as your references):

Name: _____
Phone: _____ Time Known: _____
Relationship: _____

Name: _____
Phone: _____ Time Known: _____
Relationship: _____

REFERENCES - Professional (Note: Please use the backside of this form if you need
additional space.):

Name: _____
Phone: _____ Time Known: _____
Professional Relationship: _____

Name: _____

Phone: _____ Time Known: _____

Professional Relationship: _____

_____ I have read, understand and agree to abide by the BAMG Client Guidelines. Booking models through the BAMG implies understanding of and agreement with the BAMG Client Guidelines.

Signature:

_____ Date: _____

Keep all Guidelines for your files. Return only the application.

Please send only completed form to: **Bay Area Models' Guild, 2340 Powell St. #254, Emeryville, CA 94608**

Attached: Instruction Sheet, Client Application, Covid-19 Client Agreement Addendum, Student Participant Agreement, Client Guidelines, Rate Sheet

NOTES:

CLIENT AGREEMENT ADDENDUM

For booking virtual models

I, _____ (BAMG client name) of

_____ (client's host institution/studio), agree to the following conditions of booking Bay Area Models' Guild models for virtual, internet-streamed life modeling jobs.

All client guidelines and protocol of the primary client agreement I signed must be followed, with some elaborations regarding privacy presented below. I will not be responsible for providing padding, heating/cooling devices, and a changing area as I would be for an in-person job.

Some elements of the primary client agreement that will be particularly crucial to the success of a virtual modeling job:

- I will continue to provide the same level of consideration of classroom privacy, communication with the model, and payment as I have agreed to in prior client agreements.
- I will follow protocol if I'm unable to connect to the model.
- I will provide an emergency phone number, and that phone will be turned on at the start of the session.

Additional privacy considerations:

1. Increased risk: I understand that the model is taking on considerably more risk to their privacy and the control of their image than they would be assuming by modeling in person. I understand that it is much easier for the model to be covertly recorded in an online classroom setting than it would be offline. As I do my part in facilitating the virtual "life" drawing experience, I will consider the first priority to be the privacy and safety of the model.
2. Clothing: I will not ask a model to pose nude in a virtual modeling setting. I understand that if I ask or pressure them to pose nude over a video conferencing app, a model may end a session with full compensation, and that the Guild may end its working relationship with me. I may request that a model wear form-fitting clothing such as a leotard or swimsuit.
3. Recording: Absolutely no photography, screencapping, or screenshots are permitted. No recording or documentation of the model by digital means (including but not limited to using a tablet to alter a screenshot of the model) or by means of any camera, other equipment, or digital applications.

4. Spectators: Only students or group members will see the model, and all participants, including students, will prevent others from looking on the session or wandering past the screen.
5. Stage name: I will only refer to the model by the name they use on stage, and will not disclose during the session other names they use (such as for paying them or filing tax paperwork). I understand the importance of protecting the identity of the model for safety reasons, and will take necessary precautions and such steps to protect identifying information about the model such as legal name, location, contact information, etc.

Signature

Date

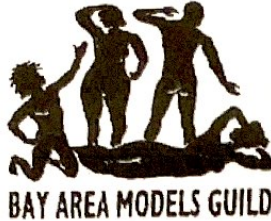
STUDENT/PARTICIPANT AGREEMENT For drawing from virtual BAMG models

I, _____ (student/participant) hosted by
_____ (instructor/facilitator), agree to the following
while participating in virtual, internet-streamed life drawing sessions with Bay Area Models Guild
models during the academic semester of Spring 2020 (or the months of April and May 2020).

- **Etiquette:** I will respect the model's safety and privacy just as I would if the model were present in a live drawing session.
- **Recording:** Absolutely no photography, screencapping, or screenshots are permitted. I will not record or document the model by digital copying (including but not limited to using a tablet to alter a screenshot of the model) or by means of any camera, other equipment, or digital applications.
- **Spectators:** Only students or group members will see the model, and I will prevent all others from looking on the session or wandering past my screen.

Signature

Date



BAY AREA MODELS GUILD

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CLIENT GUIDELINES as of February 2021,

The Guild has been connecting Artists & Models since 1946! All new clients are required to fill out a client application and have that application approved before booking a model. A Guild client is expected to follow BAMG booking protocol. By signing the application you are in agreement with the terms and rules of the BAMG, including but not limited to these guidelines and published updates. All required fees & model payments must be paid promptly or future bookings will be affected.

1) **CANCELLATIONS:** At least one week (seven calendar days) notice is required to cancel a booking or the full model's fee will be charged. Exceptions are rare and on a case-by-case basis. Our cancellation policy holds firm during natural disasters such as earthquakes, fires, pandemics as well as power outages. We advise that your group hold a fund for such cancellation events.

2) **SCHEDULING BOOKINGS:** To book a model contact the Guild's Booking Coordinator, Denise, at Denise.BAMGBookings@yahoo.com or (510) 393-4382 during her office/call in hours. Please call or check the website for current office/call in hours. Messages may be left at anytime but most calls are returned during bookings hours. Most complex bookings (such as a series of dates or special requests) are recommended to be sent by e-mail. There is a three-hour minimum for each booking, except photo & video [see Item 14) below]. Client booking requests must be received with at least one week (seven calendar days) notice to book a model. A three week notice is usually required for special requests (i.e. specific model, body type, multiple-session bookings, body casting, photo or video sessions, or "out- of-town" bookings). No guarantees for late requests. Clients with excessive late requests may be charged a \$15 late booking fee, payable immediately to the BAMG at the address above. Please note there are no office/call in hours on the following holidays: Martin Luther King Day, César Chávez Day, May Day, Memorial Day, July 4th, Labor Day, Thanksgiving Weekend (that Thursday thru Sunday) & during the holiday season Dec. 15th thru Jan. 1st.

3) **BOOKING PROCEDURE:** Your emailed model request will be acknowledged by a reply. After your models are booked, you will receive your list of models. IF you have not received either an acknowledgment of request within 35 hours, or if you have not received your list of models before your session, resend your email to check with, and alert booking. Your email may not have been received and could be lost in cyberspace. Check your confirmation emails for any errors such as time, dates, or location.

4) **BOOKING MODELS DIRECTLY:** The Guild exists to screen clients and enforce industry standards for member models who are independent contractors. Circumventing the Booking Coordinator is strongly discouraged. If a client does book a Guild model directly, it is the responsibility of the client to report the booking promptly to the Booking Coordinator, including rescheduling a booking for any reason, extending repeat or on-going bookings & special arrangements. If a double booking occurs as a result of not reporting a booking, the client is responsible for paying both models. (In case of a Guild booking error, the Guild will pay for the 2nd model.)

5) **DISCRIMINATION/HARASSMENT:** BAMG has a no-tolerance policy for discrimination of any sort, and we encourage our clients to uphold the same standards. The BAMG stands by and supports our Black, Trans, Queer, senior, and other marginalized models. We regularly review client booking patterns, and encourage our clients to book models of diverse backgrounds. BAMG has a no-tolerance policy for harassment of any sort, whether based on race, ethnicity, gender identity, sexual preference, age, or body type. Inappropriate behavior or language during a session is harassment and BAMG supports the model's right to terminate the booking and leave with full pay if such behavior occurs. Harassment and discrimination are documented and reviewed by the Board of Directors and may result in relationship termination.

6) **LATE MODEL:** If a model has not arrived after 5 minutes of the scheduled start time, please call the office and leave a message. Please leave the name of your expected model. The office, if available, will locate your model and give you an ETA. A model who is ten or fewer minutes late can make up the time from breaks or at the end of the session. If a model arrives more than ten minutes late a proportionate amount may be deducted from their pay. If a model has not arrived after twenty minutes, this qualifies as a no-show [see Item 7) below], a substitute model may be requested right then if the Booking Coordinator is available.

7) **NO-SHOWS:** If a no-show is reported promptly by calling the office the Booking Coordinator, if available, may be able to send an immediate replacement. If a replacement model is sent, clients will only be responsible for a prorated cost covering the replacement model's posing time. If you booked a Guild model independently [see Item 3) above], the Guild is not responsible for replacing that model in case of a no-show.

8) **PAYMENT POLICY:** If models are not paid directly after a session, then mailed payments must be received within 45 days or a \$15 late fee for each month or portion of a month payment is late may be assessed payable to the model. The Guild reserves the right to deduct outstanding fees from Client credits.

8) **STRIKE POLICY:** Guild models reporting to Guild bookings will not cross picket lines. Clients are responsible for notifying the Guild in a timely manner of any scheduled bookings that may be adversely affected by a strike. Failure to do so will result in the Client still owing the full model fees to the model for arriving at such scheduled bookings.

9) **REST PERIODS & POSING:** Guild models pose in 20 minute sets and break for 5 minutes in between each set. Only with the model's agreement and understanding will poses longer than 20 min. or repeated for subsequent 20 min. sets be required of the model. Poses longer than 20 min. must also have proportionately longer breaks. Models are not expected to take poses that are painful, unusually difficult, harmful, indiscriminate or exploitative. Poses that are physically challenging should be discussed with the Booking Coordinator when booking so that an appropriate model is booked.

10) **PRIVACY:** Models are never to be touched without their permission. Only the normally expected instructor, students &/or artists may be allowed in the room while the model is posing. The client is responsible for providing privacy, including closing the doors, covering the windows, turning off surveillance cameras, etc. Cell phones & cameras must be put away and must not be used while model is posing. If privacy is inadequate, the models will pose clothed or not at all.

11) **PADDING:** The client must provide appropriate padding (pillows, high-density foam or carpeting with sufficient padding) covering the model's stand or posing area, or should otherwise be available for the model to use as needed. Padding is essential for many types of poses.

12) **HEATING:** The client must provide enough heat to satisfy the model, or the model will pose clothed. Room thermostats should be turned up one hour before the session begins. The model may decide where portable heaters are placed. Depending on your studio/classroom one portable heater may not be sufficient.

13) **CLEANLINESS & SAFETY:** Models will not pose anywhere they consider unsafe or unclean. Modeling stand and changing areas must be kept clean (free of dust, wet paint, tacks, staples, etc.). This includes drapes, pillows and padding provided by the client. A clean area off the model stand must be provided for the model's clothing, costumes and props. Any model stand on wheels must have a functioning braking device. The model's stand is for the exclusive use of the model, even during breaks.

14) **HEALTH HAZARDS:** The client must provide adequate ventilation and guard against charcoal/pastel dust and fumes from turpentine, turpenoid, fixatives or aerosols in the work area. The model may also ask that smoking be prohibited if there is inadequate ventilation. If fumes are present and ventilation is inadequate, the model may leave the booking with full pay if the problem cannot be resolved at the time of the booking.

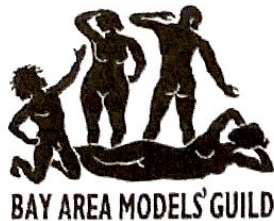
16) **PHOTOGRAPHY & VIDEO:** Not all models are available for photography & video. Guild rates for photos & video are the same (see Current Rate Sheet), whether the model is nude or clothed or whether the images are released or unreleased. Photographs & videos must not be taken without prior arrangement with the Guild and permission of the model. Models rely on clients & instructors to help prevent unauthorized photography & video. The photographer of unauthorized photos & video may be liable for further action.

17) **BODY CASTING:** Not all models are available for body casting. There is a three-hour minimum for body casting bookings. (See Current Rate Sheet) References & prior casting experience as well as the presence of two assistants are required.

18) **RELATIONSHIP TERMINATION:** A Client may terminate their relationship with the Guild by notifying the Guild in writing by letter or e-mail. The Guild reserves the right to refuse service to anyone or to terminate a relationship with a client at any time without showing cause.

19) **MODEL/CLIENT/GUILD ADMIN RELATIONS:** Constructive feedback regarding a model's professionalism is encouraged and treated confidentially if requested. Constructive feedback given directly to a model during a session can prove very helpful. Problems with models or other Guild personnel can be discussed with the Booking Coordinator or either of the current Mediation Coordinators, Mediator contact information is available on the confirmation email for each booking.

THANK YOU FOR YOUR PATRONAGE & YOUR SUPPORT!



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COVID-19 CLIENT GUIDELINES - September 2020

The ongoing coronavirus COVID-19 pandemic, caused by a novel strain of coronavirus, has resulted in extraordinary measures around the world to contain, slow, and reduce the impact of the virus. The Bay Area Models Guild takes the safety of our models and clients very seriously and has issued the following guidance for resuming in person modeling sessions.

CANCELLATIONS: In accordance with CDC guidance, any person experiencing symptoms of Covid-19 (fever, chills, cough, sore throat, shortness of breath, fatigue, body aches) should contact their doctor immediately and quarantine away from others. Any artist/participant who feels sick should NOT attend the session. If a facilitator/client feels sick, they should cancel the session immediately. There will be no late cancellation penalties for clients who cancel due to illness. If a model feels sick, they will not attend the session. We ask client's grace and understanding in the event of cancellation during this time. During Covid-19 the BAMG will be unable to provide a free replacement model if a model cancels due to illness.

MASKS: Masks should be worn by participants at all times. It is up to the model to decide whether or not they will wear their mask while posing, however, if participants prefer a model to be masked while posing the model should comply. Artist's should not pressure or compel a model to remove their mask on the stand. Artist's wishing to do face studies or portraits should specify in their Booking request so models can make informed decisions about accepting jobs where they will be required to be unmasked.

CLEANING & SANITATION: The CDC and health officials recommend cleaning and sanitizing frequently touched surfaces within the venue between uses and as much as possible, this includes: door handles, sink handles, grab bars, hand railings, chairs, and light switches. Cleaning of the model stand should take place before and after every session. As a courtesy to the model the BAMG recommends sanitization of the entire model area take place after the model has arrived, in full view of the model. Linens, rugs, and padding should be laundered and sanitized immediately after the model concludes posing.

OUTDOOR SESSIONS: Local authorities and the CDC have issued guidance for smaller outdoor, in-person gatherings requiring individuals from different households to: remain spaced at least 6 feet apart, wear masks, and not share objects. Drapes,

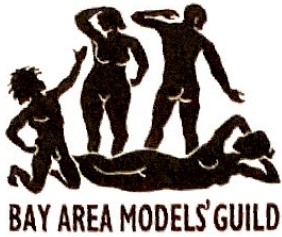
screens, or curtains should be employed to protect model privacy while posing outside. If privacy is inadequate, models will pose clothed or not at all. Restrooms should be made available for models to use and these should be clean and well ventilated. Models and all other participants should wear their mask when indoors/using the restroom. Special consideration for protecting models from sun exposure should be taken for outdoor sessions. Shade, umbrellas and/or electric fans should be available for model's use upon request. Weather may affect an outdoor session; clients should try to prepare to protect models and participants from inclement weather. If weather becomes inhospitable clients should consider cancelling before the session begins. If a model is already present, clients should check in with the model regularly and defer to the model's judgement about whether or not to continue the session. Models posing for sessions that are cancelled part way through due to inclement weather should be compensated at least 50% of full pay then prorated for modeling time after that.

INDOOR SESSIONS: Some counties and cities may allow small, non essential indoor gatherings. If you plan to host an indoor session you must indicate such in your Booking request. The BAMG recommends that class sizes should be limited to 10 people max, including the model. If a studio or drawing space is smaller than 1400 sq ft, we recommend capping participants at 5 including the model. The CDC has found that proper ventilation is of the utmost importance to limiting the spread of Covid-19 in indoor spaces. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example, by opening windows and doors. If portable ventilation equipment like fans are used, take steps to minimize air from them blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.

LEGAL RESPONSIBILITY: It is the responsibility of the client to make themselves aware of and ensure that they are not in violation of any state, county, or city ordinances prohibiting the gathering of non-essential groups during the Covid-19 pandemic and subsequent "shut downs". The Bay Area Model's Guild cannot be held liable for any violation of shut down orders. If BAMG is aware that a drawing session is taking place in violation of shut down orders, we will not provide a model for that session. Models, as independent contractors, clients, and all participants assume their own responsibility of risk participating in gatherings during the Covid-19 pandemic.

**THANK YOU FOR YOUR CONTINUED SUPPORT AND
PATRONAGE DURING THIS DIFFICULT TIME.
WE ARE EXCITED TO BE ABLE TO CO-CREATE WITH YOU AGAIN!**

[EPA List of Disinfectants for Use Against SARS-CoV-2 \(Covid-19\)](#)
[CDC - Covid-19 Considerations for Events and Gatherings](#)
[covid19.CA.gov](https://covid19.ca.gov) - [Blueprint for County Reopenings](#)



Bay Area Models' Guild
 2340 Powell St #254
 Emeryville, CA 94608
 510 393-4382

Rates as of 5/31/2022

(Tips are always appreciated but never required)

ZONE 1

Minimum Hourly Rate: \$35.00
3 Hour Minimum: \$105.00

Alameda	Brisbane	Emeryville	Orinda
Albany	Colma	El Cerrito	Piedmont
Berkeley	Daly City	Oakland	San Francisco

ZONE 2

Minimum Hourly Rate: \$40.00
3 Hour Minimum: \$120.00

El Sobrante	Moraga	Pt Richmond	San Pablo
Lafayette	Pacifica	Richmond	South San Francisco
Millbrae	Pinole	San Bruno	

ZONE 3

Minimum Hourly Rate: \$45.00
3 Hour Minimum: \$135.00

Belmont	Crockett	Hillsborough	San Anselmo/Ross	Tiburon
Belvedere	Danville	Kentfield	San Carlos	Vallejo
Burlingame	Fairfax	Mill Valley	San Leandro	Walnut Creek
Castro Valley	Foster City	Muir Beach	San Mateo	
Concord	Hayward	Pleasant Hill	San Rafael	
Corte Madera	Hercules	Redwood City	Sausalito	

ZONE 4

Minimum Hourly Rate: \$50.00
3 Hour Minimum: \$150.00

American Canyon	Forest Knoll/Lagunitas	Napa	Pittsburg	San Ramon
Antioch	Fremont	Newark	Pleasanton	Sonoma
Atherton	Half Moon Bay	Nicasio	Pt Reyes	Stinson Beach/Bolinas
Benecia	Livermore	Novato	Station/Olema	Union City
Dublin	Martinez	Palo Alto	Portola Valley	Woodacre/San Geronimo
Fairfield/Suisun City	Menlo Park	Petaluma	Rutherford	Woodside

ZONE 5

Minimum Hourly Rate: \$60.00
3 Hour Minimum: \$180.00

Angwin	Los Altos (Hills)	Rohnert Park/Cotati	Santa Rosa (area)	Sebastopol
Calistoga	Mountain View	San Jose (area)	St Helena	Vacaville

BODY CASTING - All Zones

Minimum Hourly Rate: \$57.00
3 Hour Minimum: \$171.00

PHOTOGRAPHY & VIDEO - All Zones

Released, Unreleased, Nude, & Clothed

Minimum Hourly Rate: \$150.00
1 Hour Minimum: \$150.00