

# ACTRA ALBERTA

## 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):