## Members Guidance Rules & Etiquette for Elite Members / "EVO's"

- Being a member of a very small elite group, we ask that you respect & adhere to some very straightforward guidelines.
- Short script demo samples are required to show the client per brief. All voiceover samples must be produced in a professional studio booth home based/external recording studio.
- Voice-over jobs should be undertaken within an acceptable timeframe in order that we maintain service standards for our clients.
- Any possible delays, e.g. because of a holiday, should be made known to Elite Voice-overs before the job is accepted so that expectations can be managed.
- Please ensure you keep your profile updated throughout your membership of the group.
- Photos & Video footage of you in action in your respective studios can help you land more business as well as raise your profile so please be willing to share accordingly. (We will include this material in our promotions)
- EVO's are politely encouraged to follow all our social pages on LinkedIn, Facebook, X, Instagram, Google Reviews etc. A collective effort to raise the profile of the group and the agency will be for the benefit of everyone within this small team.
- EVO's are encouraged to spread the word and promote the new website across social media channels once launched. This will ultimately raise the profile of this elite group and secure more bookings from existing and prospective clients. (You will receive an assets folder with the promotional materials in).
- EVO's will receive more items regarding promotions on an ongoing basis to assist in their respective promotions.
- At a later date please ensure you write a review on our Google Business Profile and not just rate us.
- Recommend to clients Cbcampaigns for video and animation projects. Follow our video/animation biz Cbcampaigns <u>www.cbcampaigns.co.uk</u> and Print/ digital design biz Cbdesigns <u>www.cbdesigns.co.uk</u> on Linkedin and other social networks: Facebook X (Twitter)
- If you like the elite website design please ensure you rate and write a testimonial/reference about it / our services on Cbdesigns Google biz page. <a href="https://g.co/kgs/uKSCZXP">https://g.co/kgs/uKSCZXP</a>
- EVO's are encouraged to use the website logo within day-to-day communications such as email signatures, social media and can be added to individual websites, as a badge of pride with the link embedded.
- Please encourage after a job is completed with a client, testimonials to be written on Google Biz. https://g.page/r/CcIDN5SpHK8bEBM/review
- You are encouraged to help and support each other and almost treat this as a voice-over family so that
  we celebrate each other's successes.

## **Continued Membership:**

EVO's are not permitted to engage in unauthorised direct discussion or negotiations at any time, with
end clients and such activity would be heavily frowned upon, likely resulting in the immediate removal
of the EVO from our website.

## **Payment Terms:**

• It is intended that payments will be made much more quickly than other agencies and therefore once a project has been fully completed and settled with elitevoiceovers the voiceover will invoice elitevoiceovers and then payment will be released soon thereafter via the usual channels such as PayPal, Bank transfer.

\*\*Anyone not adhering to the regulations set out by elitevoiceovers will lose their elite profile off the site \*\*\*