**Rules for making contact:**

Always get a recommendation from someone who is a close business associate or personal friend/relative of the person you are looking to meet with. (this is your Connection)

Make sure you get your connection to call the person (your Contact)on your behalf asking for you to have a brief (10-minute) in-person meeting.

Always try to get a meeting in person.

Never go in without an introduction, if at all possible.

Be very brief-respect their time.

Leave with the understanding that you will follow up within a specific amount of time and on their terms.

Send a handwritten thank you note the next day thanking them for their time and reiterating when you will follow up with them at the agreed upon time.

Sample phone call introduction and request to your ultimate contact.

Hi \_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_ and. I'm *(state relationship of the person who referred you here*). She/he gave me your contact info and said you were expecting me to reach out to you regarding my high school assignment. Just to refresh your memory, I’m a (sophomore, junior, senior, etc.) in a high school performing arts program. I need to do a very short face to face interview with successful people in the creative world (i.e. actors, directors, agents, producers, writers, ad agency execs, etc.) on some of the ways they use networking to maintain or further their careers.

 Would you be able to meet with me for a short 10-minute interview at your convenience?

(wait for their answer- and keep your phone out to record the time and date on your calendar )

If they say “Yes’ then say:

Great- I can make myself available at any time. What is a good time for you?

**If they say “No”** then say:

 “Would you mind if we meet over Skype or some other platform- because I get extra credit if we meet face to face?

Thank you for agreeing to meet with me and I will see you at (time) on (date). I will also send you an email confirming our appointment

Sample interview questions:

* How did you get your start in the business? Did you always want to be a \_\_\_\_\_\_\_\_\_?
* As a producer (director, agent, etc.), what are some of the questions you would like to be asked when a prospective talent meets with you?
* Generally, what do you look for when an actor comes in to meet with you?
* What are some of the ways you prefer an actor/ talent stay in touch with you while respecting your professional boundaries?
* How can a prospective talent get a referral from you to someone else you know that may be able to help further their career?
* As part of my assignment would you mind if I followed up with you in 2 months?
* Can I get your business card to show to my teacher as proof of this interview?
* For the assignment, I need to interview multiple professionals in the industry. Can you see if any of your other industry contacts would be interested or comfortable helping me with an interview like this one?

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