

SESSION POLICIES

Janette looks forward to speaking with you and learning more about your media needs.

The following are Janette's Meet N Greet, Audition, and Client Session Booking Policies:

- Janette will contact you by phone or by Zoom for your session at your given time.
- Please be available at that time.
- Please minimize background noise and distraction so you can focus on your time with Janette and get the most out of your session.
- If you need to cancel or reschedule your session with Janette, please do so 24 hours ahead of time so she has time to fill your spot with another Meet N Greet, Audition, or Client Session.
- Please complete the Interview Showcase Intake Questionnaire or Sponsorship Opportunity Intake Questionnaire (you do not have to complete if you are taking her On-Camera Media Training packages) and send back to Janette at least janette@janetteburke.com 48 hours ahead of your session.
- If you need to schedule an evening or weekend appointment outside of these hours, please contact Janette directly to arrange at janette@janetteburke.com or by text at 416-802-0655

FILMING POLICIES

- If you are scheduled for a commercial shoot or interview (or both) on Janette's TV & Janette's TV Podcast, you will receive confirmation with your date, time & location for Virtual Studio, In-Studio, or Live-On-Location shoot.
- Please be ready at least 5 minutes prior to your scheduled time slot.
- Janette will greet you and wait for you for a maximum of 10 minutes. If you are not there after that, your interview will be considered canceled. Provided Janette or her team receives an email explaining what happened within 24-hours, it will be rescheduled. Otherwise, it will not.
- For In-Studio & Live-On-Location shoots, filming may already be in progress upon your arrival. Please enter quietly and wait in the green room reception lounge for Janette or her team to bring you to the set. Please avoid coming in & out, talking and turn your cell phone off, or put it on mute, to avoid disturbing production with frequent retakes.
- If you do not provide Janette and her team with 48-hours written-notice prior to cancelling your commercial ad or interview shoot, payment will not be refunded as Janette and her team do a lot of work to prepare for all shoots and interviews as well as pay in advance to secure studio space or location (s) to conduct the shoot at. In addition, videographers, hair & makeup professionals, etc. must be booked in advance and have minimum hourly requirements.
- Depending on what level and Add-On's you select, additional costs may apply and will be added to your Invoice/Payment Plan for payment.
- Please refer to Preparing for Your Split Screen, In-Studio or Live-on-Location Interview PDF when getting ready for your Virtual Studio, In-Studio or Live-on-Location interview shoot. If you show-up unprepared to be on-camera, including unprofessional or undone hair, make-up & wardrobe, Janette reserves the right to reschedule your commercial or interview.
- Please do not wear fragrance.
- In accordance with Janette's TV & Janette's TV Podcast Sponsor Opportunities and Interview Showcase Package levels, steps, terms & conditions (including Payment Plans), payment must be received before a shoot can happen and any

commercial video or episode is released, or any promotion done.

- If for any reason Janette needs to cancel a shoot, you will be rescheduled to the next available shoot date that works for you.
- Once filmed by Janette's team or by you (if you choose to do your own filming), your commercial or episode will go to editing and then get put in a queue for release. If you want it timed around a specific event, day, or promotion, please leave enough lead time. We work on a first filmed, first edited basis and cannot change the queue schedule or guarantee last-minute releases.
- You will be notified in advance when your commercial ad or episode is going to be released.
- While we share the MP4 and MP3 links to your commercial or episode with you for you to put on your website, post to your social media pages and other marketing collateral and use as a demo or show reel to obtain other media placements or promotion, Janette Burke Productions, Janette's TV & Janette's TV Podcast maintains intellectual and creative control over editing of the footage including cutaways and insignia. We also maintain ownership and distribution rights.
- You can have your episode split into separate segments with provided counter numbers. Additional charges may apply for backgrounds, music & other advanced editing features.
- For commercial ads only, you will be provided with a copy of the video and permitted to make changes (up to 2 edits).
- We are not a LIVE show, so if you make a mistake, filming can start-over.
- For interviews, please do not memorize answers to your interview questions. Rather, come prepared, referring to the on-camera media training you had.
- Please bring makeup (powder, lipstick, blush) and a second shirt or outfit with you in case you need to touch-up, or change.



JANETTE BURKE

MEDIA PERSONALITY, PRODUCER,
INTERVIEWER, TV SHOW/PODCAST
HOST, EDITOR: JANETTE'S TV &
PODCAST CHRONICLES/MEDIA
MATTERS NEWSLETTER, &
ON-CAMERA MEDIA TRAINER

BE SEEN, BE HEARD,
BE KNOWN

Janette Burke

Executive Producer, Janette Burke Productions

Host & Creator, Janette's TV & Janette's TV Podcast

Editor: Janette's TV & Janette's TV Podcast Chronicles & Media Matters with
Janette

On-Camera Media Trainer

Be SEEN, Be HEARD, Be KNOWN

Phone/Text: 416.802.0655

Email: janette@janetteburke.com

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janetteburke.com

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