Producer’s Guide to Working with SAG on an Ultra Low Budget Theatrical Motion Picture

SAG-Signatory Producers have access to the world’s most talented and professional performers for their projects, but becoming signatory does require completing a small amount of paperwork. We understand that dealing with paperwork isn’t as much fun as shooting your project, so to ease this burden we’ve created this simple guide to completing the signatory process.

Pre-Production

These are the steps you must take prior to your first day of travel, rehearsal, or principal photography, whichever comes first (we recommend giving yourself at least 3 weeks).

1. Start by completing and e-mailing the Preliminary Information Sheet for Low Budget Agreements to signyourfilm@sag.org. A SAG Business Representative will contact you within a few days to explain the steps to becoming a SAG-Signatory Producer. They will also send you a packet of information and documents.

2. At this point you should send us the following documents from your packet:

   - Theatrical Information Sheet
   - Screen Actors Guild Agreement for Independent Producers of Theatrical Motion Pictures *(Return two signed originals)*
   - Ultra Low Budget Agreement
   - SAG-Producers Pension and Health Adherence Letters *(Return two signed originals)*

3. We also need to know who is employing the actors. If your company is:

   Ultra Low Budget Theatrical
- Corporation – We will need your Articles of Incorporation and completed Corporation Resolution.
- Limited Liability Company (LLC) – We will need your Articles of Organization, LLC Operating Agreement, and completed LLC Resolution.
- Partnership or Joint Venture – We will need your Fictitious Business Name Statement (if applicable) and Partnership Agreement (if applicable).

**Note:** It’s very important that the information you provide in this step is consistent with the information submitted in Step 2 above. For example: if you’ve submitted your company’s official name as Film, L.L.C. in Step 2, submitting it as Film LLC (without the punctuation) in Step 3 could cause problems with your paperwork.

4. Also send the following required production documents:
   - Complete Pre-Production Cast List
   - A copy of the shooting script
   - Day Out Of Days
   - Line Item Budget

5. Once we’ve received and reviewed all of the applicable documents listed above, your SAG Business Representative will contact you and let you know the amount of the security deposit, which you must deliver to the Guild as follows:
   - Security Deposit (in the form of a cashier’s check or wire transfer)
   - Security Deposit Letter
   - W-9 Form

When all of the requirements outlined above are fulfilled, your SAG Business Representative will give your production a “clearance,” which will allow the performers you have cast to begin work.

**Production**

During production, complete and submit the following to your SAG Business Representative:
1. **Delivery of each week’s payroll checks to the Guild:** Itemized checks made payable to each performer must be delivered to your Business Rep no later than the Thursday following each payroll week.

2. **Delivery of each week’s total SAG-Producers Pension and Health contributions check to the Guild:** In addition to the payroll checks, you must deliver a check made payable to the SAG-Producers Pension and Health Plans in the amount of the total SAG-Producers Pension and Health contributions for the previous week’s payroll, accompanied by a completed *SAG-Producers Pension and Health Plans Theatrical Weekly Report of Contributions*.

3. **SAG Performer Contracts for Ultra Low Budget Theatrical Motion Pictures**

4. **Production Time Reports** (Exhibit G)

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**Post-Production**

After production, complete and submit the following items to your SAG Business Representative:

1. **Final Cast List**

2. **Detailed Final Cost Report**

If you have any questions, please contact your SAG Business Representative.