



SAG-AFTRA THEATRICAL TELEVISION AUDITION SIGN-IN SHEET

PRODUCER: _____
PROD'N CO: _____
PROD'N OFFICE _____
PHONE # _____
AUDITION DATE: _____

CASTING REP: _____
CASTING REP PHONE: _____
PRODUCTION TITLE: _____
EPISODE: _____
CASTING DIRECTOR SIGNATURE: _____

Table with 11 columns: (1) NAME, (2) SOCIAL SECURITY OR SAG-AFTRA MEMBER NUMBER, (3) ROLE, (4) AGENT, (5) PROVIDED? (PARK, SCRIPT), (6) ARRIVAL TIME, (7) APPT TIME, (8) TIME SEEN (CAST REP), (9) TIME OUT, (10) TAPED?, (11) ACTOR INITIAL.



REMINDER TO ALL TELEVISION/THEATRICAL SIGNATORIES REGARDING AUDITIONS AND AUDITION SIGN-IN SHEETS

This notice is intended to serve as a reminder and to draw your attention to certain requirements of the Basic and Television Agreements, the compliance of which, we are informed, is often times lacking.

Specifically, we refer to those sections of the Basic Agreement dealing with audition sign-in sheets, providing scripts and providing parking. Please see Schedule A, Section 14; Schedule B, Section 19F; Schedule C, Section 44D and any corresponding provision of the Television Agreement.

To summarize:

1. Sign-in sheets shall be required at the place where the performer is first directed to report. These must be available to SAG-AFTRA, upon request, for a period of 30 days.
2. Scripts are required to be accessible to the performer 24 hours in advance of a scheduled reading. Your attention is drawn to the requirement that the **entire** script (not just sides) must be accessible to the performer in the casting office. However, you need not allow the script to be removed from the casting office so as to avoid loss or additional expense.
3. With respect to parking within Los Angeles County, if parking space is not provided or readily available, Producer will validate or reimburse parking costs incurred by performer in connection with interviews.

We are compelled to issue this reminder, recognizing that the foregoing is an important part of our collective bargaining agreement. The absence of compliance with these requirements is considered a breach of the good faith on which our negotiations are based. Further, the quality of performance is contingent upon the ability of the performer to be fully prepared to deliver the most professional performance possible.

Your careful attention to these matters will be appreciated.