



Producer's Guide to Working with SAG-AFTRA on a Low Budget Theatrical Motion Picture

SAG-AFTRA Signatory Producers have access to the world's most talented and professional performers for their projects, but becoming signatory does require completing some 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 guide to completing the signatory process.

Documents

The Signatory Package Zip Files that are posted on the Production Center at sagaftra.org are provided so that producers may review and consider them before beginning the signatory process. They are for *demonstration purposes only*---documents with signature lines are watermarked "SAMPLE" and cannot be executed.

For your reference, the Signatory Package Zip Files are divided into 2 folders: **Signatory Documents** and **Production Documents**. You will use the **Signatory Documents** to sign with the Guild, and the **Production Documents** to manage the production and post-production phases of your project.

Once you have decided to begin the signatory process, start by following the steps outlined in the Pre-Production section below.

Pre-Production

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

1. Unless you have already done so, start by filling out the **Preliminary Information Sheet Low Budget Modified Low Budget Ultra Low Budget 4.22** (attached at the end of this Guide). E mail it to signyourpicture@sagaftra.org. A SAG-AFTRA Business Representative will contact you within a few days to explain the steps to becoming a SAG-AFTRA Signatory Producer. He/she will also send you a packet of information and documents. The documents in that packet are not samples and can be fully executed.
2. At this point you should send us the following documents from your

packet:

- **Information Sheet Theatrical 4.24**
 - **Distribution Checklist Theatrical 4.14**
 - **Adherence Letter Theatrical 2009 2.1**
(Return two signed originals)
 - **Low Budget Agreement 1.5**
(Return two signed originals)
 - **Adherence Letter Pension and Health Plans 2.3**
(Return two signed originals)
 - **Production Checklist Theatrical Television 4.7**
3. We also need to know who is employing the actors. If your company is a:
- Corporation – We will need your Articles of Incorporation and completed **Corporate Resolution 3.11**.
 - Limited Liability Company (LLC) – We will need your Articles of Organization, LLC Operating Agreement, and completed **Limited Liability Company Resolution 3.19**.
 - 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 5.1**; if you intend to use the "Diversity in Casting Incentive," please use the **Pre-Production Cast List Affirmative Action 5.2** form.
 - A copy of the shooting script
 - **Day Out Of Days Form 6.15**

- Line Item Budget; this budget must be detailed and complete, including all above-the-line and below-the-line costs.
5. We also need to review any agreements you have that affect the ownership of the film and its story. These are called ‘Chain of Title’ documents. Chain of Title documents usually include, but are not limited to, the following:
- A copy of Form PA (relating to the screenplay) and proof of its receipt by the US Copyright Office (USCO). The writer (or copyright owner) of the script should have filed this document with the copyright office. They should be able to provide you with both documents;
 - Complete chain of title documents relating to the film and the underlying rights, including proof of filing each with USCO (For example, certificate(s) of authorship, “work made for hire” agreements, and copyright assignments); and
 - Copies of all distribution, license, and/or sales agency agreements pertaining to the right to distribute the Picture in all media and territories worldwide.
6. Once we’ve received and reviewed all of the applicable documents listed above, your SAG-AFTRA Business Representative will contact you and let you know what financial assurances are needed. Financial assurances usually include, but are not limited to, the following:
- Security Deposit (in the form of a cashier’s check or wire transfer) and related **Security Deposit Letter 3.5** and **W-9 Form-Request For Taxpayer ID Number & Certification 9.24.**
 - Security Agreement
 - Assumption Agreement(s)
 - Intercreditor Agreement(s), if applicable
 - And all other financial assurances that may be required, including, but not limited to, a Collection Agreement, Guarantee Agreement, and/or a Residuals Reserve and corresponding Custody Agreement.

Not all of the financial assurance documents are referenced here because the ones that may be required for your project are determined after the initial review.

When all of the requirements outlined above are fulfilled, your SAG-AFTRA Business Rep will give your production “clearance”, meaning that the Performers and Background Actors may now start work. This is the point at which you should contact the department known as “Station 12” to check the status of the Performers and Background Actors you’ve hired for your project.

Important Notice Regarding Signatory Documents

Who may sign? Signatory documents must be executed by an authorized person or persons.

- Corporations – Any person who is authorized by the President or Secretary of the Corporation on the Corporate Resolution. The Corporate Resolution may be signed only by the President or Secretary of the Corporation.
- Limited Liability Corporations – The Manager or Managing Member as indicated by the Articles of Organization, the Operating Agreement and authorized by the Limited Liability Company Resolution.
- Limited Partnerships – The General Partner as identified in the Partnership Agreement.
- Sole Proprietorships – The Individual Owner.
- D/B/A (“Doing Business As”) – The Individual.

Production

During production, complete and submit the following to your SAG-AFTRA Business Representative:

1. SAG-AFTRA Performer Contracts for Low Budget Theatrical Motion Pictures
2. **Production Time Report Exhibit G 6.14** (submitted on a weekly basis)
3. If you are hiring a performer or background actor who is not a SAG-AFTRA member, you will need to complete a **Taft-Hartley Report Principals Theatrical-Television 6.1**, or a **Taft-Hartley Report Background Theatrical-Television 6.2**, and submit them to SAG-AFTRA, along with head shots and resumes.

Post-Production

After production, complete and submit the following documents to your SAG-AFTRA Business Representative:

1. **Final Cast List Information Sheet 7.1**
2. **Casting Data Report 7.2**, and **Casting Data Report Stunt Performers And Coordinators 7.4** (if applicable).
3. If you intend to use the “Diversity in Casting Incentive,” please use the **Casting Data Report Low Budget Affirmative Action 7.3**.
4. Detailed Line Item Final Cost Report

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



SCREEN ACTORS GUILD-AMERICAN FEDERATION
OF TELEVISION AND RADIO ARTISTS
PRELIMINARY THEATRICAL INFORMATION SHEET
ULTRA LOW-BUDGET AGREEMENT, MODIFIED LOW-
BUDGET AGREEMENT OR LOW-BUDGET AGREEMENT

(Motion Pictures made for initial Theatrical release only)

Please complete the yellow highlighted areas completely – PRINT CLEARLY
(it is important that you do not leave any areas blank).

Important: Return this form at least **3 weeks before the start of principal photography**
along with a copy of your Driver's License if signing as an individual,
or a copy of your corporate formation documents if signing as a Company.

Agreements: ULB MLB LB

Is your project: Live Action Animated

Film Title: _____

Production Information:

Contact Person: _____ Position in production: _____

Home: _____ Work: _____ Cell: _____ FAX: _____ E-mail address: _____

Producer (if different than above):

Name: _____

Home: _____ Work: _____ Cell: _____ FAX: _____ E-mail address: _____

Signatory Information:

Are you signing as (check one only): Individual: Business or Corporation:

Business Type (if applicable): Corporation: LLC: Business: DBA: Other:

Name of Individual or Business: _____

Street: _____ Suite: _____ City: _____ State & Zip: _____ Attn: _____
(Alternate or Mailing Address - optional)
Name: _____ Address: _____ City: _____ State & Zip: _____

About the Film:

Briefly describe the storyline: _____

Principal Photography Start Date: _____ Travel Date: _____ Number of shooting days: _____

Principal Photography Completion Date: _____ Rehearsal Date: _____

Medium (film, digital, video): _____ Projected edited length (mins): _____

Who owns the Film? _____ Do you have a distribution agreement? _____

Who wrote the screenplay? _____ Is there a security interest on the film? _____

Who is the Casting Director? _____ Casting Director Phone Number: _____

Casting Director Address: _____

Where are you shooting
(city/state, etc.)?

If more than one location, list dates for each location: _____

Total number of speaking roles: _____ **SAG-AFTRA:** _____ **Non-SAGAFTRA:** _____

Total budget: \$ _____

Film Financed by: _____

Payroll House: _____ **Contact:** _____ **Phone:** _____

Additional information:

Please place a check mark if you intend to include any of the following in your production:

Minors:

Animals:

Singers:

Stunts:

Nudity:

Films produced under the SAG-AFTRA Low-Budget Agreements must be filmed entirely within the United States and its territories.

PLEASE RETURN this document along with your **Driver's License** (or corporate formation paperwork if signing as a business) at least 3 weeks before the start of principal photography or before producer intends to travel performers (whichever is earlier).

Further information on all the SAG-AFTRA Low-Budget Agreements is available at www.SAGAFTRA.org. If you live in the vicinity of Los Angeles or New York and have any questions on these agreements, we recommend that you attend the "Low Budget Contract Workshops for Film". For a workshop reservation call the **SAGIndie Outreach Program** at (323) 549-6064 or book online at www.SAGIndie.org. If you live in an area covered by one of the SAG-AFTRA Local offices listed below, please call the telephone number provided.

Notice Regarding Minors

Please note that if you are employing minors (those under 18 years of age) you are required by state law to make sure that they have obtained minor work permits. For more information, please visit the Division of Labor Standards Enforcement website at <http://www.dir.ca.gov/dlse/dlse-cl.htm> or contact the Los Angeles district office at **213-620-6330** or the appropriate state agency outside of California. If you are employing minors during the school year, you will be required to provide a teacher on set. Minors are only allowed to be on set a limited amount of hours. Go to <http://www.thestudioteachers.com/look-up-labor-law/> for information.

LEGAL REQUIREMENTS

It is the obligation of the SAG-AFTRA signatory to comply with all legal requirements for employment of performers including, but not limited to, those pertaining to Workers Compensation.

PLEASE RETURN by fax to the appropriate number listed below **at least 3 weeks before travel of SAG-AFTRA member or start of principal photography.** A Business Representative will contact you as soon as practicable (normally no later than one week) to follow-up on your request, explain the process and forward the appropriate paperwork. If you have not been contacted by the Theatrical Department, please call (323) 549-6828 or email signyourpicture@sagaftra.org to check that your preliminary information sheet has been received.

For Films shooting in:

Alaska	Kansas	Nevada	Omaha*	Utah
Arizona	Los Angeles	New Mexico	Oregon	Washington
Colorado	vicinity	North Dakota*	San Diego	Wyoming
Hawaii	Montana	Texas	Seattle	
Idaho	Nebraska	Oklahoma	South Dakota*	

Fax to Los Angeles office – Theatrical Contracts – (323) 549-6886. Telephone (323) 549-6828.

Email to Los Angeles office – Theatrical Contracts – signyourpicture@sagaftra.org

** For Ultra Low Budget productions only in these areas please fax to the Chicago office – (312) 573-0318.*

For Films shooting in:

Alabama	Kentucky	Missouri*	Rhode Island
Arkansas	Louisiana	New Hampshire	South Carolina
Connecticut	Maine	New York	Tennessee
Delaware	Maryland	North Carolina	Vermont
Florida	Massachusetts	New Jersey, Ohio*	Virginia
Georgia	Michigan	Pennsylvania	Washington D.C.
Illinois*	Minnesota*	Philadelphia	West Virginia
Iowa*	Mississippi	Puerto Rico	Wisconsin*

Fax to New York office – Theatrical Contracts – (212) 944-6774. Telephone (212) 827-1553.

** For Ultra Low Budget productions only in these areas please fax to the Chicago office – (312) 573-0318. Telephone (312) 573-8081.*

For Films shooting in the San Francisco and Northern California areas:

Fax to San Francisco office – (415) 391-1108. Telephone (415) 391-7510

Although the signatory process will be handled by the Los Angeles or New York SAG-AFTRA office, if you are shooting in an area with a Local SAG-AFTRA office, please feel free to contact them ahead of time.

Local SAG-AFTRA offices can be reached toll-free at (800) 724-0767. Local numbers are below:

<u>LOCAL</u>	<u>LOCAL</u>
<u>Arizona-Utah</u> <i>Contact:</i> Fatna Sallak-Williams Tel: (323) 549-6828 Fax: (323) 549-6886 signyourpicture@sagaftra.org	<u>New England</u> Tel: (617) 262-8001 Fax: (617) 262-3006
<u>Atlanta</u> Tel: (404) 239-0131 Fax: (404) 239-0137	<u>New Mexico</u> <i>Contact:</i> Marisa Leal Tel: (323) 549-6828 Fax: (323) 549-6886 signyourpicture@sagaftra.org
<u>Chicago</u> Tel: (312) 573-8081 Fax: (312) 573-0318 / (800) 599-1675	<u>New Orleans</u> <i>Contact:</i> Doriza Sojo Tel: (305) 663-7081 Fax: (305) 670-1813 / (800) 844-5439
<u>Colorado</u> <i>Contact:</i> Marisa Leal Tel: (323) 549-6039 Fax: (323) 549-6886 signyourpicture@sagaftra.org	<u>New York</u> Tel: (212) 827-1553 Fax: (212) 944-6774
<u>Dallas-Fort Worth</u> Tel: (214) 363-8300 Fax: (214) 363-5386	<u>Ohio-Pittsburgh</u> Tel: (412) 281-6767 Fax: (412) 281-2444
<u>Hawaii</u> Tel: (808)596-0388 Fax: (808)593-2636 / (800) 305-8146	<u>Philadelphia</u> Tel: (215) 732-0507 Fax: (215) 732-0086
<u>Houston-Austin</u> <i>Contact:</i> Trish Avery Tel: (214) 363-8300 Fax: (214)363-5386	<u>Portland</u> <i>Contact:</i> Chris Comte Tel: (206) 282-2506 Fax: (206) 282-7073
<u>Los Angeles</u> <i>Theatrical Contracts Department</i> Tel: (323) 549-6828 Fax: (323) 549-6886 signyourpicture@sagaftra.org	<u>San Diego</u> <i>Contact:</i> Fatna Sallak-Williams Tel: (323) 549-6054 Fax: (323) 549-6886 signyourpicture@sagaftra.org
<u>Miami</u> Tel: (305) 670-7677 Fax: (305) 670-1813 / (800) 844-5439	<u>San Francisco – Northern California</u> Tel: (415) 391-7510 Fax: (415) 391-1108
<u>Michigan</u> <i>Contact:</i> Kathy Byrne Tel: (312)573-8081 Fax: (312) 573-0318 / (800) 599-1675	<u>Seattle</u> Tel: (206) 282-2506 Fax: (206) 282-7073
<u>Missouri Valley</u> Tel: (314) 231-8410 Fax: (314) 231-8412	<u>Twin Cities</u> <i>Contact:</i> Kathy Byrne Tel: (312) 573-8081 Fax: (312) 573-0318 / (800) 599-1675
<u>Nashville</u> Tel: (615) 327-2944 Fax: (615) 329-2803	<u>Washington - Mid Atlantic</u> Tel: (301) 657-2560 Fax: (301) 656-3615
<u>Nevada</u> <i>Contact:</i> Fatna Sallak-Williams Tel: (323) 549-6054 Fax: (323) 549-6886 signyourpicture@sagaftra.org	