



**SCREEN ACTORS GUILD-AMERICAN FEDERATION OF  
TELEVISION AND RADIO ARTISTS  
PRODUCTION NOTICES & RESOURCES**

***Please read these important notices prior  
to the start of casting, rehearsals or production.***

**1. Policies, Employment & Payroll**

A. Legal Requirements of Employers (applies to all productions)

It is the obligation of a SAG-AFTRA signatory to comply with all legal requirements for employment of performers including, but not limited to, those pertaining to State and Federal Minimum Wage Laws and Workers' Compensation.

B. Affirmative Action/Diversity Policy (applies to all productions)

Please give the following Affirmative Action/Diversity Policy every possible consideration in making your casting decision.

SAG-AFTRA believes in equal employment opportunity for all its members; and that all of them have an equal right to play any role. However, it further believes that people of color (e.g., Asian Pacific Islanders, Latino/Hispanics, African Americans and Native American Indians), women, performers with disabilities and senior performers have been historically underemployed within the motion picture industry.

SAG-AFTRA finds such a situation unacceptable and will bring to bear its resources of persuasion, negotiation, association and such other actions as may be necessary to insure that these conditions do not endure.

SAG-AFTRA, in its pursuit of greater and more meaningful opportunity and employment, demands that the industry break with worn stereotypes and habits of thought and depict the full spectrum of the American scene and the world as it really exists; a world which has people of color, women, people with disabilities and seniors in every conceivable employment and social setting.

SAG-AFTRA, aware that we are dealing with the shaping of the viewing public's attitudes as well as with employment, will utilize all necessary channels to bring about accelerated employment of performers of color, women, performers with disabilities and senior performers.

C. Anti-Discrimination & Sexual Harassment Policy (applies to all productions)

As you will note in reviewing SAG-AFTRA's ***Policy Against Unlawful Discrimination & Harassment of SAG-AFTRA Members*** that immediately follows, SAG-AFTRA has a ZERO-TOLERANCE policy against discrimination and harassment, including sexual harassment, of its Members.

As a producer employing SAG-AFTRA members, and consistent with your existing duties under the Collective Bargaining Agreement to which you are a signatory, we trust your company will comply with the enclosed policy and will work with us to ensure that SAG-AFTRA members have the opportunity to work in an environment that is free of unlawful discrimination and harassment.

We also trust that your company has its own policies prohibiting unlawful discrimination and harassment in the workplace and that you take the enforcement of any such policies seriously.

Additionally, you should be aware that pursuant to SAG-AFTRA's policies and protocols, we provide SAG-AFTRA members a process for reporting any complaints of any unlawful discrimination or harassment while working on any SAG-AFTRA signatory project. Please be assured that we take very seriously any and all complaints received and must ensure that all complaints received are processed appropriately.

If a complaint appears to have merit, we will assist the Member in filing a formal claim and will immediately inform the alleged offending producer and/or company of the claim. We will request that the producer/company address the claim immediately. Under the requirements of both federal and state law,

any producer/company receiving a claim of unlawful discrimination or harassment must investigate the complaint immediately and take appropriate remedial and corrective action where it is determined that a violation of policy or law has occurred.

Thank you for your attention to this matter and for your commitment to ensuring that SAG-AFTRA members have the opportunity to work in a discrimination and harassment free work environment.

If you should have any questions about the enclosed policy or need any additional information or assistance, please do not hesitate to contact SAG-AFTRA Affirmative Action and Diversity Department in Los Angeles at 323-549-6644, or in New York at 212-827-1542.

**SAG-AFTRA  
POLICY AGAINST UNLAWFUL  
DISCRIMINATION & HARASSMENT**

SAG-AFTRA is committed to ensuring that its Members have the opportunity to work on projects and in work environments that are free of unlawful discrimination, harassment and any other form of inappropriate workplace behavior. Consistent with this commitment, and in compliance with both federal and state laws, SAG has adopted a **ZERO TOLERANCE** policy against the discrimination and harassment of its Members.

As to discrimination, SAG-AFTRA is committed to ensuring that its Members are not discriminated against on the basis of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or any other characteristic protected by state or federal laws.

Further, SAG-AFTRA is committed to ensuring its Members are not the victims of any form of unlawful harassment, including sexual harassment or harassment based on any other characteristic protected by state or federal anti-discrimination and harassment laws.

Consistent with SAG-AFTRA Collective Bargaining Agreements, this policy applies to all producers that employ SAG-AFTRA Members, including their employees, agents, representatives, contractors, subcontractors and vendors. All producers are expected to comply with SAG-AFTRA's anti-discrimination and harassment policy and are expected to strictly enforce this policy on any project in which a SAG-AFTRA Member is employed and/or engaged to provide services.

If a SAG-AFTRA Member believes that he or she has been the victim of unlawful discrimination or harassment, he or she should immediately report the incident to SAG-AFTRA's Affirmative Action/Diversity Department at **1-800-724-0767**. SAG-AFTRA takes all incidents of harassment and discrimination seriously. Formal complaints filed with SAG-AFTRA shall be processed appropriately based on SAG-AFTRA's internal guidelines and policies.

D. Payroll Check Delivery (applies only to Ultra Low Budget and Modified Low Budget Agreements)

In accordance with Section 6 of the Ultra Low Budget Agreement, and Section 5(b) of the Modified Low Budget Agreement, all payroll checks must be delivered to SAG-AFTRA by each Thursday for services rendered up to and including the preceding Saturday.

**2. Employment of Minors – Child Labor Laws (applies to all productions)**

**Please review the following Summary Chart for guidelines on the employment of minors in the entertainment industry, which is prepared by the Division of Labor Standards Enforcement and is subject to change without notice.**

## EMPLOYMENT OF MINORS - ENTERTAINMENT INDUSTRY SUMMARY CHART

AGE	WORK TIME <i>SCHOOL IN SESSION</i>	WORK TIME <i>SCHOOL NOT IN SESSION</i>	CONCURRENT REQUIREMENTS
15 days  to  6 months		20 minutes work activity  2 hrs. max at employment site	Permits to work and employ required. [8 CCR 11751]  Parent or guardian must be present. [8 CCR 11757]  1 studio teacher and 1 nurse must be present for each 3 or fewer infants 15 days to 6 weeks old. [8 CCR 11760, 11755.2]  1 studio teacher and 1 nurse must be present for each 10 or fewer infants 6 weeks to months old. [8 CCR 11760, 11755.2]  May not be exposed to light exceeding 100 footcandles for more than 30 seconds. [8 CCR 11760]
6 months  to  2 years		2 hours work activity 4 hours max at employment site Balance for rest and recreation	Permits to work and employ required unless the minor is a high school graduate or equivalent. [8 CCR 11751] High School graduates may be employed as adults.  Parent or guardian must be present. [8 CCR 11757]
2 years  to  6 years		3 hours work activity 6 hours max at employment site Balance for rest and recreation	Studio teacher must be present. [8 CCR 11751.1]  1 studio teacher required per 10 minors. [8 CCR 11755.1]  1 studio teacher per 20 minors on weekends, holidays, and school breaks and vacations. [8 CCR 11755.1]
6 years  to  9 years	4 hours work activity 3 hours school 1 hour rest and recreation 8 hrs. max at employment site	6 hours work activity 1 hour rest and recreation	Studio teachers are responsible for the health, safety, and morals of the minor. [8CCR 11755.2]  Minors in grades one through six must be tutored between the hours of 7 a.m. and 4 p.m. Minors in grades seven through twelve must be tutored between the hours of 7 a.m. and 7 p.m. [EC 48225.5]
9 years  to  16 years	5 hours work activity 3 hours school 1 hour rest and recreation 9 hrs. max at employment site	7 hours work activity 1 hour rest and recreation	Permits to work and employ required unless a high school graduate or equivalent. High school graduates may be employed as adults.
16 years  to  18 years	6 hours work activity 3 hours school 1 hour rest and recreation 10 hrs. max at employment site	8 hours work activity 1 hour rest and recreation	Studio teacher need only be present for minors' schooling if minor still required to attend school.
<b>Regular School Attendance and Work Hours</b>	Compute work hours for each age group by subtracting 6 hours from the max time at employment site for tutored minors when school in session. The difference is the maximum work hours for these minors. Thus, 9 to16 year-olds who attend regular school may only work up to 3 hours on a schoolday. The 1 hour of rest and recreation is not required, but the workday may be extended one-half hour by a meal period. No work permitted during regular school hours. <b>Exception:</b> Minors 14 and over may work up to 8 hours during regular school hours for each of 2 consecutive days if excused with the school's written permission. [8 CCR 11760]		
<b>Max Day/Week</b>	No minor may be employed over 8 hours in a day. [LC 1308.7, 1392] or over 48 hours in a week. [LC 1308.7] <b>No exceptions.</b>		
<b>Meal Periods</b>	Meal periods are not work time. Workdays extended up to one-half hour for a meal period. [8 CCR 11761] Meals must be within 6 hours of call time and/or previous meal period. Teachers may require an earlier meal period.		
<b>Travel Time</b>	Travel between studio and location is work time. Up to 45 minutes travel from on-location, overnight lodging to work site is not generally considered work time. Travel between school or home and studio is not work time. [8 CCR11759]		
<b>Day's End</b>	12 hours must elapse between dismissal and next day's call time. <b>No exceptions.</b> [8 CCR11760]		
<b>Make-up Off Set</b>	Make-up in minor's home by persons employed on the same project is work time, and may not begin before 8:30 a.m. 12 hours must elapse between dismissal and the beginning of the next day's make-up/hairdressing. [8 CCR 11763]		
<b>Out of State</b>	California employers who employ resident minors outside of California under contractual arrangements made within California, must comply with all California child labor laws and regulations. [8 CCR 11756].		

Note: Daily work and school hour schedules for tutored minors of all age groups are provided in 8 CCR 11760.

Whenever you plan to employ minors in your production, you must first contact the Division of Labor Standards Enforcement of the Office of the Labor Commissioner, the state agency established to enforce child labor laws to be sure that you comply with all the laws governing the employment of minors.

CONTACT: **Los Angeles office**

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Labor Standards Enforcement  
320 West 4th Street, Room 450  
Los Angeles, CA 90013  
(213) 620-6330

**Van Nuys office**

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS  
Division of Labor Standards Enforcement  
6150 Van Nuys Blvd., Room 100  
Van Nuys, CA 91401  
(818) 901-5315

Or contact the applicable State Labor Commissioner's District Office. For a list of district offices please visit <http://www.dir.ca.gov/dlse/districtoffices.htm>

For a detailed overview of California labor laws governing the employment of minors in the entertainment industry, go to <http://www.dir.ca.gov/dlse/dlse-cl.htm>

Be advised that, in Theatrical and Television productions, pursuant to Section 50.B of the Basic Agreement, *"...when minors are employed in the State of California or taken from the State of California pursuant to a contractual arrangement made in the State of California, the applicable California laws and regulations shall regulate such employment."*

### **3. Safety Bulletins (applies to all productions)**

The latest Safety Bulletins containing procedures for work on a film or television production may be accessed at the Contract Services Administration Trust Fund website <http://www.csatf.org/bulletintro.shtml>, or at [www.sagaftra.org](http://www.sagaftra.org). These guidelines are recommended by the Industry Wide Labor-Management Safety Committee and should not be considered to be binding laws or regulations. However, State, Federal and/or local regulations apply and would supersede the guidelines. Additionally, each SAG-AFTRA collective bargaining agreement contains provisions concerning safety issues that impact performers.

If any safety issue should occur, please report it to SAG-AFTRA Stunt & Safety Department at (323) 549-6855. After business hours and on weekends, you may contact SAG-AFTRA at (323) 954-1600. In the event that you are working in another state, you may contact one of the local SAG-AFTRA offices listed at [www.sagaftra.org](http://www.sagaftra.org).

Please join us in ensuring that safety remains the highest priority when working on any production.

### **4. Title Changes (applies to all productions)**

In order to prevent any possible confusion, please promptly inform SAG-AFTRA of any changes to the title of the production.

### **5. Screen Credits (applies to Television productions)**

Section 54 (a) (1) of the Television Agreement ("Screen Credits and Billing") requires that all on-screen performers' credits "shall be in a readily readable color, size and speed."

In the past, several Producers of episodic television had been cited for violations of this provision. The majority of citations related to the speed at which the credits were displayed. At a meeting of the Alliance of Motion

Picture and Television Producers, specific time standards were established with respect to the “speed” at which credits were to be exhibited. Those time standards are as follows:

<u>Number of Names on Card</u>		<u>Minimum Time Period Card Must be Shown</u>	
1	Name	1.0	Second
2	Names	1.5	Seconds
3	Names	2.0	Seconds
4-5	Names	2.5	Seconds
6	Names	3.0	Seconds

Please advise persons in your company who have the responsibility to prepare credits, of the provisions referenced herein.

If you have any questions, please contact the Theatrical & Television Contracts Department at (323) 549-6835, and ask to speak to a business representative.

## 6. Production Resources

- A. SAGIndie (applies only to Low Budget, Modified Low Budget, Ultra Low Budget, Student and Short Film Theatrical productions)

### **NEED ACTORS FOR YOUR NEXT FILM? SAGINDIE’S CASTING BREAKDOWN SERVICE CAN HELP.**

**SAGIndie**, the outreach program for independent producers, has a Casting Breakdown service for actors and filmmakers. Housed at [www.sagindie.org](http://www.sagindie.org), the free service allows SAG-AFTRA actors direct access to your breakdowns.

#### **How does it work?**

**SAGIndie.org** features information about SAG-AFTRA’s Low Budget contracts. It also serves as a valuable resource for both filmmakers and actors alike. By posting your Casting Breakdown on our site you’re increasing the probability of finding that perfect actor for your next film.

#### **How do I submit my breakdown?**

After logging onto [www.sagindie.org/casting](http://www.sagindie.org/casting), you’ll see an icon for filmmakers to **POST A CASTING CALL/BREAKDOWN**. Click through to the submission form and be ready to provide the following information:

- Name of production
- Signatory producer/production company
- Type of SAG-AFTRA contract, even if pending
- Your SAG-AFTRA production number
- The name of your SAG-AFTRA business rep
- The location of your production
- A brief description of the film
- A brief description of the roles being cast
- Contact information for actor submissions
- Date of submission deadline

#### **Then what happens?**

After the staff at SAGIndie confirms that your breakdown meets the guidelines, it will be posted on the site – usually within 48 hours. Your breakdown will be automatically removed from the site on the **date of your submission deadline**. If you determine that you need to cast additional roles after your submission deadline expires, you have to resubmit your breakdown.

#### **Can anyone post breakdowns?**

SAGIndie reserves the right to make sure you’re legit. Only productions that have signed to a SAG-AFTRA Agreement (or have started the signatory process) will be able to submit casting breakdowns.

**What are the costs involved with using SAGIndie’s Casting Breakdown service?**

It’s free! But only because SAGIndie loves you.

**Is there anything else I can do?**

SAGIndie highly recommends that you don’t put all your eggs in one casting basket. In addition to the SAGIndie Casting Breakdown Service you should also be utilizing other online casting tools, such as **iACTOR**, to give you the best opportunity to find that perfect actor for your film.

**What if I need additional help?**

Just give SAGIndie a ring at 323-549-6064.

www.sagindie.org \* facebook.com/sagindie.org \* twitter.com/sagindie  
5757 Wilshire Boulevard \* Los Angeles, CA 90036  
main 323.549.6064 \* fax 323.549.6082

**B. iActor (applies to all productions)**

The iActor Online Casting service provides a free, easy-to-use database of members to qualified casting professionals. If you are casting for a signatory production, please fill out the iActor form at the end of this Notices & Resources document to apply for an iActor casting account.

**C. Actors To Locate (applies to all productions)**

Looking for Actors to cast in your projects? Did you know that we have created a 1-800 “**Actors to Locate**” service designed to facilitate contact between performers and the producers/casting directors/industry professionals across the United States seeking to employ them? That number is:

**1-800-503-6737**

Through this no cost service, potential employers have easy access to an actor’s professional contact information for employment purposes only. This service is not available for fan-based inquiries.

The 1-800 “Actors to Locate” service (with expanded hours) is available at staggered intervals, depending on your geographic location. Please take note of the attached legend for your convenience.

<p><b>Pacific Standard Time: <u>9:00 a.m. – 5:30 p.m.</u></b> <i>(includes <b>California</b>, Nevada, Washington, Oregon, Arizona)</i></p>	<p><b>Eastern Standard Time: <u>12:00 p.m. – 8:30 p.m.</u></b> <i>(includes <b>New York</b>, Michigan, Florida Philadelphia, etc.)</i></p>
<p><b>Central Standard Time: <u>11:00 a.m. – 7:30 p.m.</u></b> <i>(includes Texas, Illinois, etc.)</i></p>	<p><b>Mountain Standard Time: <u>10:00 a.m. – 6:30 p.m.</u></b> <i>(includes Utah, Colorado, New Mexico, Arizona, etc.)</i></p>
<p style="text-align: center;"><b>Hawaii Standard Time: <u>7:00 a.m.– 3:30 p.m.</u></b></p>	

*Please note: For East Coast participants: If you are an East Coast caller, and are unable to access the 1-800 number during normal business hours, you may dial 212-827-1444 **in case of emergency only**. Regular East Coast Agency inquiries, not dealing with “Actors to Locate” matters, can still be directed to 212-827-1438.*

In addition, professional casting directors are reminded of their ability to register for the 24/7, on-line version of “Actors to Locate,” accessible through the iActor program. You can sign up for this service by calling

iActor Services at 323-549-6451. For normal agency inquiries, please contact the Hollywood or New York Agency Departments at 323-549-6745 or 212-827-1438, respectively, should you have any questions.

Enjoy the service!

## 7. Post Production

### A. Music Cue Sheet Submission (applies to all Theatrical & Television productions)

Music cue sheets must be submitted to SAG-AFTRA upon completion of post-production.

### B. Spanish Language Dubbing (applies to Theatrical, Television, Basic Cable Live Action, Low Budget and Modified Low Budget productions)

Reference is made to Section 57 of the current Basic Agreement and to Section 18, paragraph (b) (8) of the current Television Agreement.

Subject to the qualifications, conditions and the limitations set forth in each such paragraph, the signatories to the Basic Agreement and Television Agreement have agreed that, as to theatrical motion pictures, dubbing performers shall be accorded substantially equivalent economic terms to those provided in the SAG-AFTRA Modification (Dubbing) Agreement ("Dubbing Agreement") and, with respect to television motion pictures, dubbing will be subject to rates (including payments for rights to free non-network television exhibition) and conditions not less favorable than those provided under the Dubbing Agreement.

In the interest of encouraging greater domestic employment in the field of Spanish Language dubbing, SAG-AFTRA has established modified terms and conditions governing the employment of performers to dub covered productions into the Spanish language. In this regard, the **Spanish Language Modification Dubbing Agreement 1 21** is included in the signatory zip file of each production type referenced above. Notwithstanding the fact that such agreement is more favorable to the employer than is the Dubbing Agreement referenced in the Basic Agreement and Television Agreement the application of the terms of this agreement shall be deemed compliant with the requirements of Section 57 (Basic) and Section 18 paragraph (b) (8) (Television) with respect only to dubbing into the Spanish language. There is no modification in the terms and conditions applicable to dubbing into any other foreign language.

### C. SAG-AFTRA Logo (applies to all Theatrical & Television productions)

SAG-AFTRA contracts require that the SAG-AFTRA logo appear in the end credits. A graphic file of the logo is available from your SAG-AFTRA Business Representative.



The iActor Online Casting service provides a free, easy-to-use database of SAG-AFTRA members to qualified casting professionals and industry professionals in a position to hire our members for work opportunities. If you are casting for a SAG-AFTRA signatory project, please fill out the information below to apply for an iActor casting account.

iActor Casting Access Request Form		
<b>Name</b>		<b>Date</b>
<b>First:</b>	<b>Last:</b>	
<b>Company Name</b>		
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Postal Code</b>
<b>Telephone</b>		<b>Email address</b>
<b>Affiliations</b>		
<b>CSA</b>	<b>CDC</b>	<b>Other</b> _____
<b>Signatory Information—Currently casting for:</b>		
<b>Production Title:</b>		<b>Production/SIG. IDN :</b>
<b>SAG-AFTRA Rep:</b>		<b>Contract:</b>
<b>Projects in Development:</b>		
Is your project still in development? Provide as much information as possible in the box below about your project in order to gain a temporary iActor ID.		
<b>Additional Users: Please limit requests only to staff. Business contact details must match information stated above. Each person within an organization requires a separate iActor ID.</b>		
<b>Name:</b>	<b>Email:</b>	
<b>Name:</b>	<b>Email:</b>	
<b>Name:</b>	<b>Email:</b>	
<b>Other Users:</b>		
Please describe the nature of your request below.		

**Return To:**  
 Email: [casting@iactor.org](mailto:casting@iactor.org)  
 Fax: 323-549-6445  
 Mail: SAG-AFTRA, Attn. iActor, 5757 Wilshire Blvd, 7<sup>th</sup> Floor, Los Angeles, CA 90036

Staff Only	Date Processed
<b>IDN:</b>	

Please allow 7-10 business days to process your request.

**\*\*For emergency access or more general questions, please call: 323-549-6451**