



## Tiered Budget Independent Interactive Producer Guide & FAQ

### Hiring a SAG-AFTRA Performer In Your Game?

To hire our members, you have to complete a small amount of paperwork and this guide is designed to give you a preview of that process so that you may know what to expect.

We have also included an FAQ that explains terminology found in the agreements and answers some of the most commonly asked questions.

### Step 1 – Pre-Production

Tell us about your project by completing a Signatory Application Form [HERE](#)

- Additional documents you will be asked to provide while filling out the application:
  - Fully itemized production budget
  - Company Structure Documents
    - Corporation - Provide your Articles of Incorporation and executed Bylaws
    - Limited Liability Corporations (LLC) - Provide your Articles of Organization and executed Operating Agreement
  - Pre-Production Cast List Form

You will be assigned a Business Representative who will work with you throughout your production. Your Business Representative will review your paperwork and email you additional documents to fill out and sign, which will include:

- 1) [Company Authorization Letter](#) - This confirms who is authorized to sign the paperwork
- 2) [Tiered Budget Independent Interactive Media Agreement](#) - This document represents your agreement to adhere to all provisions in the SAG-AFTRA Independent Interactive Media Agreement
- 3) [SAG-AFTRA Health Plan Letter of Adherence](#) - This document acknowledges that you will pay contributions on top of the performer's salary

Once your Business Representative has received your completed and signed paperwork, they will provide you with a Production ID number indicating that you are cleared to work with SAG-AFTRA members.



## Step 2 – Production

When your project is cleared, your Business Representative will send you the following documents:

- 1) Cast Clearance/Station 12 – All performers must be current on their dues and in good standing before they work for you. To clear your cast, you will need to have a Caller ID assigned to you. If you have not yet been assigned a Caller ID, please complete the [Cast Clearance Access Request Form](#). If you have previously been assigned a Caller ID, please login to your account at [sagaftra.org](http://sagaftra.org) to clear talent, or email the Station 12 Form to [castclearance@sagaftra.org](mailto:castclearance@sagaftra.org). If you have any questions, or need assistance, please call our Cast Clearance Department at (323) 549-6794.
- 2) Taft Hartley Report (Principal and Background Performers) – For any performers who are not yet SAG-AFTRA members, you will receive the status of “NR” (no record) from Cast Clearance. This lets you know that you must submit a Taft-Hartley Report to your Business Representative, with the performer’s headshot and resume. The Taft-Hartley will create a notice in our system that this performer has worked on a SAG-AFTRA project for the first time which is the first step for the performer becoming eligible to join the Union. As long as the performer is deemed a qualified professional performer, there is no fine to the producer for hiring the performer and submitting a Taft Hartley Report. A “qualified professional performer” is a person who has had sufficient training or experience so as to qualify for a career as a professional performer, and who intends to be available for employment to pursue a career in the industry.
- 3) Performer Contract – Contracts must be filled out and provided to performers prior to or on the first date of engagement. A fully executed copy should be provided to the performer and your Business Representative.
- 4) Health Plan Contributions Form – Your payroll company may do this for you, but if not, complete a SAG-AFTRA Health Plan contribution form and mail it, along with the check, to the SAG-AFTRA Health Plan office or pay electronically using the [Contributions Manager](#) on the SAG-AFTRA Plans website.
- 5) Accident Report – Should an accident occur, please promptly complete the form and return to [accidentreports@sagaftra.org](mailto:accidentreports@sagaftra.org) and [interactive@sagaftra.org](mailto:interactive@sagaftra.org)
- 6) Production Notices & References – This document is helpful for production notifications such as anti-discrimination policies, employment of minors, and industry safety bulletins.

Performer Payroll: Forward payment to the performer(s) within 12 business days after services are rendered. We recommend that you utilize the services of an experienced entertainment payroll company to process the performer payments, taxes, withholdings, and SAG-AFTRA Health Plan and AFTRA Retirement contributions. Performers cannot be paid as independent contractors (i.e., under 1099s). Submit copies of the payroll registers to [interactive@sagaftra.org](mailto:interactive@sagaftra.org).

If you have any questions, please contact the Voiceover Department at (323) 549-6815 and ask to speak to a Business Representative.



## FAQs

How is overtime paid?

Off-Camera Performers are compensated at time-and-a-half for the 5<sup>th</sup> and 6<sup>th</sup> hours and double time for the 7<sup>th</sup> hour and beyond.

On-Camera Performers are compensated at time-and-a-half for the 9<sup>th</sup> and 10<sup>th</sup> hours and double time for the eleventh hour and beyond.

When are payments due and are there late payment penalties?

Performer checks must be sent/postmarked no later than 12 business days after the work date. In the event payments are not made in a timely manner, late fees will accrue at \$3.50 per day for up to 30 business days.

Health and Retirement contributions are paid on top of the initial compensation. Contributions are not payable on late payments.

What is "Integration"?

Integration is when you use an excerpt of a Principal performance from one game into another game.

What is "Reuse"?

Reuse is when material recorded for a video game is used in another medium, such as a TV show, commercial, or a film.

Are there residuals or use fees?

The Independent Interactive Agreement does not include a residual payment structure as found in other SAG-AFTRA Agreements. Under this Agreement, the employer shall pay to each Performer whose performance is included in the Project secondary/deferred compensation based on the Tier to which the project is assigned as follows:

<b>Secondary Compensation</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
% of Full Scale (amount per 500,000 units)	100% (\$1,023.75)	75% (\$767.75)	50% (\$512.00)	50% (\$512.00)
% of Full Scale, if prepaid (amount per 500,000 units)	75% (\$767.75)	56.25% (\$576.00)	37.5% (\$384.00)	37.5% (\$384.00)

\*Capped at a maximum of two payments



Can I hire performers to work on a video game trailer for my game?

If your game was produced under the Independent Interactive Media Agreement you can produce the trailer under the trailer provisions in the Agreement. If your game was not produced under a SAG-AFTRA contract then the commercial rates would apply. Please contact the Commercials Department for further information at (323) 549-6858.

As a Producer can I employ friends and family?

Ultimately, you have the right to hire anyone that is a qualified professional performer. Please review Article I, Section 7 " Preference of Employment" provision for further information.

Please contact the Voiceover Department if you have further questions or concerns. Call 323-549-6815 or email [interactive@sagaftra.org](mailto:interactive@sagaftra.org).