

COMMERCIALS

Exhibit E

While the Union has been lenient on the requirement of Exhibit E submissions due to the unprecedented circumstances of the pandemic, we are now returning to full compliance with the requirement of Exhibit E submissions.

What is an Exhibit E?

Commercial Audition Report Form, Exhibit E, shall be used for all in-person and virtual auditions and interviews. The reports must be submitted to the union by the 1st and 15th of each month. An Exhibit E is not required for self-tape auditions.

When & How to Submit?

It shall be the responsibility of Producer to provide such forms which must be properly completed and mailed to the nearest union office on the 1st and 15th of each month. It shall be the Producer's responsibility to examine all Audition Report Forms before mailing.

Note: All overtime and call-back data shall be presumed correct unless the Producer notes otherwise. You are able to submit Exhibit E's either online virtually or email a scanned Exhibit E into commercialreporting@sagaftra.org.

How to Create A Virtual Exhibit E Sign-In Sheet:

- To make a copy of a sample for, click here, then click Make a copy on a page that opens.
 - To create a link for others to make a copy of your own form, highlight the word "edit" at the end of the URL and replace it with "copy"
- Update the form with the details of your project
 - You can insert a logo or other image at the top of the form by clicking on the paint palette icon, then click choose image under Header.
 - The file name at the top of the page is just for your reference; you can update as needed.
 - Click on each section in the body of the form to update the title and questions, if necessary.
 - If you need to insert any additional questions, click on the + button in the right-side menu.
 - To set questions as "Required", click the toggle button on or off for each item. Required questions must be answered in order for the form to be submitted successfully.
- When the form have been updated and is ready to be sent out, click the Send button on the top right of the pages.
 - You can send the form by email, directly from this page by inserting the recipients' email address in the To field of the Emails Tab.

- By default, recipients will need to click a link in the email that will take them to a page to fill out the form online. If you would prefer to have the form in the body of the email, click the checkbox next to Include form in email.
- You can also send a link to the form in an email that you draft yourself. First click Copy in the next tab of this window with the hyperlink icon, then paste that URL in your email draft (or another method of your choosing).
- To create a spreadsheet of the responses that were collected through the form, click the "Responses" tab at the top, then click the Sheets icon.
 - In the pop-up window, you can choose to create a new spreadsheet or add these responses to an existing spreadsheet.
 - You can send the spreadsheet by email by clicking the Share button on the top right of the page.
- Please send the completed spreadsheet to commercialreporting@sagaftra.org.
- If you are having difficulty with the spreadsheet, please contact Paul Argumedo at paul.argumedo@sagaftra.org.

Failed to Submit an Exhibit E?

Principals: In the event, of consistent and repeated failure to comply with the foregoing, after written notice from the Union, liquidated damages in the amount of \$150 shall be payable to the Union. Failure to mail Audition Report Forms on any due date is a breach.

Extras: In the event of consistent and repeated failure to comply with the foregoing, after written notice from the Union, liquidated damages in the amount of \$100 shall be payable to the Union. Failure to mail Audition Report Form on any due date is a breach.

QUESTIONS?

If you have any questions about the above contract terms, please contact us at (323) 549-6858 in Los Angeles or (212) 827-1454 in New York or email Comm.CoEdInfo@sagaftra.org.