



Producer's Guide to Working with SAG-AFTRA under the Short Project Agreement

SAG-AFTRA Signatory Producers have access to the world's most talented and professional performers for their projects, but becoming signatory does require completing a small amount of 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 sample signatory documents 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.

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

Step 1 – Pre-Production

Unless you have already done so, begin by filling out a copy of the **Short Project Agreement Preliminary Information Sheet** via e-mail to SignYourSpa@sagaftra.org. This will generate an automated response requesting three items: (1) a copy of the *script*, (2) a *detailed, line item budget*, and (3) a copy of your *government issued ID (if signing as an individual) or company formation documents (if signing as a company)*.

Within 2 to 3 business days, you will be assigned a Signatory Business Representative, and be sent a Zip File that includes a copy of the **Pre-Production Cast List** and a **Company Authorization Form**. Please forward the above to your Business Representative, along with a copy of your government issued ID or company formation documents (if not already provided). Please note, it is OK if you are not fully cast at this point, but please include all of the roles that you intend to cast on the Pre-Production Cast List and put "TBC" in the box asking for the Performer's name.

Once we receive and review the requested documents, you will receive a link to DocuSign the Short Project Agreement and P&H Adherence Letter.

When all of the requirements outlined above are fulfilled, your Business Representative will grant your Short Project “clearance” via email, which will allow the Performers and Background Actors (if any) you have cast to begin work.

Please submit the required paperwork at least 3 weeks before the start of principal photography or before producer intends to travel or rehearse performers (whichever is earlier).

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 an officer of the company listed on the Company Authorization Form, per the terms of their Bylaws.
- Limited Liability Corporations – The Manager or Managing Member as indicated by the Articles of Organization, the Operating Agreement and authorized by the Company Authorization Form.
- Limited Partnerships – The General Partner as identified in the Partnership Agreement.
- Sole Proprietorships – The Individual Owner.
- D/B/A (“Doing Business As”) – The Individual.

Step 2 – Production

Complete the following documents during production:

- a. Each principal performer must sign a **Performer Contract Short Project**.
- b. If you are filming in a background actor’s zone, each covered Background Actor must sign a **Background Actor Contract Short Project**.
- c. Complete a **Production Time Report Exhibit G** for each day of production.

- d. Complete **Final Cast List Information Sheet** at the end of production.

Step 3 – Post-Production

Send the following documents to the attention of your SAG-AFTRA Business Representative:

- a. Copies of each **Performer Contract Short Project**, signed by the performer. Include, if applicable, all performer deal memos, side letters, etc.
- b. If applicable, copies of each **Background Actor Contract Short Project**, signed by the Background Actor. Include, if applicable, all performer deal memos, side letters, etc.
- c. All completed **Production Time Report Exhibit G** forms.
- d. **Final Cast List Information Sheet**

That's it! If you have any questions, please contact your SAG-AFTRA Business Representative.

REMINDER: Projects produced under the Short Project Agreement must be filmed entirely within the United States and its territories.

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 review the notices included in the Short Project Sig Package Zip File that will be sent to you by your Signatory Business Representative.