



Tiered Budget Independent Interactive Producer Guide & FAQ

This guide is designed to give you a brief understanding of the agreement, the pre-production process (signing the agreement), the production process (administering the agreement), as well as frequently asked questions.

Step 1: Understanding the Agreement

Tiered Budgets:

The Tiered Budget Independent Interactive Media Agreement (Tiered Budget I-IMA) is a completely new Interactive Media Agreement created specifically to capture new work that often can't be accommodated by our traditional Interactive Media Agreement (IMA). It raises the budget caps that were in the existing Low Budget Agreement so many more projects will qualify. The total, all-in production budget must not exceed \$30 million. The four tiers are:

- Tier 1 — \$250,000 to < \$1 Million
- Tier 2 — \$1 Million to < \$5 Million
- Tier 3 — \$5 Million to < \$15 Million
- Tier 4 — \$15 Million to < \$30 Million

Rates & Provisions:

Rates for the Tiered Budget I-IMA, are discounted depending on the Tier level. Please note the rate discounts do not apply to the health and retirement contribution, which is an additional 17%. You can find the full rate sheet [HERE](#).

The Tiered Budget I-IMA is part of the Independent Interactive Media Agreement. They are not separate. All provisions and protections within the Independent Interactive Media Agreement apply to the project, except as modified by the Tiered Budget Agreement in pages 4 - 9.

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Step 2: Pre-Production / Signing The Agreement

To begin, 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 all-in production budget (excluding marketing)
- 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 all 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 your project is active and you are permitted to begin working with SAG-AFTRA members.

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Step 3: Production Process & Documents / Administering The Agreement

When your project is active, your Business Representative will send you all the production documents and information needed to begin production.

Cast Clearance

As soon as your cast is determined, submit all performer information to cast clearance prior to their start date. **This is the very first step for every performer you engage.**

All performers must be current on their dues and in good standing with the union before they work for you. The cast clearance process will provide you with a clearance report that lists each performer's membership status which is important for you to know in order to avoid penalties.

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 to clear talent. If you have any questions, or need assistance, please call our Cast Clearance Department at (323) 549-6794.

Taft Hartley Report (Principal and Background Performers)

For 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, along with the performer's headshot and resume. **This form must be completed and returned to the union after the performer's work date, but no later than 30 business days from the work date.**

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 one who has had prior employment as a Principal Performer or Background Actor, respectively, at least once in the three (3) year period preceding the date of proposed employment.

Independent Performer Contract

Performer Contracts must be filled out and provided to Performer prior to, or on, the first date of engagement. A fully executed copy should be provided to Performer and your Business Representative, as well as your payroll company, as applicable. The Performer Contract acts as both a contract and a timecard.



[Health Plan Contributions Form](#)

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. **Your payroll company may provide this service; be sure to ask them directly for further confirmation.**

[Accident Report](#)

Should an accident occur, please promptly complete the form and return to accidentreports@sagaftra.org and interactive@sagaftra.org.

[Production Notices & References](#)

This document is helpful for production notifications such as anti-discrimination policies, employment of minors, and industry safety bulletins.

[Performer Payroll Process](#)

Forward payment to Performer 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. As performers are being hired under a union agreement, they must be hired as employees and not as independent contractors (i.e. under 1099s). Submit copies of the payroll registers to interactive@sagaftra.org.

[FAQs](#)

How is overtime paid?

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

On-Camera Performers are compensated at time-and-a-half for the 9th and 10th 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 Tiered Budget I-IMA 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 to. It can be pre-paid as a discount or once it hits 500,000 units sold, downloads, subscriber count, etc.

Secondary Compensation	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 4</u>
% 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.