



Producer's Guide to Working with SAG-AFTRA on a Short Film

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 simple **3-step** guide to completing the signatory process.

Documents

The Signatory Package Zip Files 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.

For your reference, the Signatory Package Zip Files are divided into 2 folders: **Signatory Documents** and **Production Documents**. You will use the **Signatory Documents** to sign with the SAG-AFTRA, and the **Production Documents** to manage the production and post-production phases of your project.

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 **Preliminary Information Sheet Student Short Film 4.23** (attached at the end of this Guide). Return this form along with a copy of the *script* and a copy of your *driver's license*, via e-mail to signyourpicture@sagaftra.org, or by fax at (323) 549-6886. You may also mail these items to us at: SAG-AFTRA, Theatrical Contracts, 5757 Wilshire Blvd., 7th Floor, Los Angeles, CA 90036.

The Zip File that the SAG-AFTRA Business Representative will electronically forward to you includes a copy of the **Short Film Agreement 1.13** along with a

Pre-Production Cast List 5.1. Those documents are not samples and can be fully executed. All you need to do is:

- 1) Open the PDF of the **Short Film Agreement 1.13**, and fill in all of the writeable fields (highlighted in light blue). It is important that you do not leave any fields blank, because an incomplete form may cause delays in processing.
- 2) Sign on the “Producer/Legally Responsible Party” line at the bottom of the form. The name of the person signing should match the name on the driver’s license you originally forwarded to SAG-AFTRA with your Preliminary Information Sheet.
- 3) Return a *hand-signed original* copy of the **Short Film Agreement 1.13** and the completed **Pre-Production Cast List 5.1** via overnight delivery, or hand deliver to the attention of your Business Representative at: SAG-AFTRA, Theatrical Contracts, 5757 Wilshire Blvd., 7th Floor, Los Angeles, CA 90036.

When all of the requirements outlined above are fulfilled, your Business Representative will give your production “clearance,” which will allow the performers you have cast to begin work.

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 the President or Secretary of the Corporation on the Corporate Resolution. The Corporate Resolution may be signed only by the President or Secretary of the Corporation.
- Limited Liability Corporations – The Manager or Managing Member as indicated by the Articles of Organization, the Operating Agreement and authorized by the Limited Liability Company Resolution.
- 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 professional performer must sign a **Performer Contract Short Film 6.33**.
- b. Each professional performer must sign a **Performer Confirmation Of Receipt Of Contracts Student Short Film 6.13**.
- c. Complete a **Production Time Report Exhibit G 6.14** for each day of production.
- d. Complete **Final Cast List Information Sheet 7.1** 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 Film 6.33**, signed by the performer. Include, if applicable, all performer deal memos, side letters, etc.
- b. All completed **Production Time Report Exhibit G 6.14** forms.
- c. All **Performer Confirmation Of Receipt Of Contracts Student Short Film 6.13** forms, signed by the performers.
- d. **Final Cast List Information Sheet 7.1**

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



**SCREEN ACTORS GUILD-AMERICAN FEDERATION
OF TELEVISION AND RADIO ARTISTS
PRELIMINARY INFORMATION SHEET FOR
STUDENT AND LOW-BUDGET SHORT FILM
FILMMAKERS**

(Motion Pictures made for initial Theatrical release only)

Please fill in the **yellow highlighted** areas *completely*
(it is important that you do not leave any areas blank).

Important: Return this form at least 3 weeks before the start of principal photography.

Agreements: Student Short
Is your project: Live Action Animated

Film Title: _____

Are you signing as (check one only): **Individual:** **Business or Corporation:**

Business Type (if applicable): **Corporation:** **LLC:** **Business:** **DBA:** **Other:**

Name of Individual *or* Business: _____

Address & contact information of Individual *or* Business:

Street: _____ **Suite:** _____ **Zip:** _____
City: _____ **State:** _____ **Zip:** _____
Attn: _____ **E-mail:** _____
Work Phone: _____ **Cell:** _____ **Home:** _____

Producer contact information – (if different from above):

Contact Person: _____ **Position in production:** _____

Home: _____ **Work:** _____ **Cell:** _____ **Fax:** _____ **E-mail address:** _____

PLEASE NOTE!

*If you are signing as an Individual, please return this form with a copy of your **Driver's License**.
If you are signing as a Company, return this form with a copy of your **corporate formation documents.

About the Film:

Briefly describe the storyline: _____

Principal Photography Start Date: _____ **Travel Date:** _____
Principal Photography Completion Date: _____ **Rehearsal Date:** _____
Medium (film, digital, video): _____ **Number of shooting days:** _____
Who owns the Film? _____ **Projected edited length (mins):** _____
Who wrote the screenplay? _____ **Do you have a distribution agreement?** _____
Where are you shooting (city/state, etc.) _____

Total number of speaking roles: _____ **Professional (i.e. SAG-AFTRA):** _____ **Non- Professional:** _____

Do you intend to defer payment to any of these performers? Yes No

Total budget: \$ _____

Additional information:

Is this project a class requirement for a Film School? Yes No

Name of film school: _____

Professor Name: _____

Professor Email: _____

Please place a check mark if you intend to include any of the following in your production:

Minors: **Animals:** **Singers:** **Stunts:** **Nudity:**

PLEASE RETURN this document along with your Driver's License (or corporate formation paperwork if signing as a business) at least 3 weeks before the start of principal photography or before producer intents to travel performers (whichever is earlier).

Please be advised that films produced under the SAG-AFTRA Student & Short Film Agreements are intended for non-paying environments such as film festivals, director's reels, visual resumes and similar venues that allows the filmmaker to display his/her work and talents. However, if you intend to distribute your Film, the SAG-AFTRA Ultra Low-Budget Agreement provides you with theatrical rights for exhibition and permits further distribution by payment of the applicable residuals.

Further information on all the SAG-AFTRA Low-Budget Agreements is available at www.SAGAFTRA.org. If you live in the vicinity of Los Angeles or New York and have any questions on these agreements, we recommend that you attend the "Low Budget Contract Workshops for Film". For a workshop reservation call the **SAGIndie Outreach Program** at **(323) 549-6064** or book online at www.SAGIndie.org. If you live in an area covered by one of the SAG-AFTRA Local offices listed below, please call the telephone number provided.

Notice Regarding Minors

Please note that if you are employing minors (those under 18 years of age) you are required by state law to make sure that they have obtained minor work permits. For more information, please visit the Division of Labor Standards Enforcement website at <http://www.dir.ca.gov/dlse/dlse-cl.htm> or contact the Los Angeles district office at **213-620-6330** or the appropriate state agency outside of California. If you are employing minors during the school year, you will be required to provide a teacher on set. Minors are only allowed to be on set a limited amount of hours. Go to <http://www.thestudioteachers.com/look-up-labor-law/> for information.

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.

Films produced under the SAG-AFTRA Low-Budget Agreements must be filmed entirely within the United States and its territories.

PLEASE RETURN by fax to the appropriate number listed below **at least 3 weeks before the start of principal photography or before producer intends to travel performers (whichever is earlier)**. A Business Representative will contact you as soon as practicable (normally no later than one week) to follow-up on your request, explain the process and forward the appropriate paperwork. If you have not been contacted by the Theatrical Department, please call (323) 549-6828 or email signyourpicture@sagaftra.org to check that your preliminary information sheet has been received.

Los Angeles and vicinities:

Theatrical Contracts Department

Fax (323) 549-6886

[***signyourpicture@sagaftra.org***](mailto:signyourpicture@sagaftra.org)

Telephone (323) 549-6828

New York:

Theatrical Contracts Department

Fax (212) 944-6774

Telephone (212) 827-1553

Local SAG-AFTRA offices can be reached toll-free at (800) 724-0767. Local numbers are below:

<u>LOCAL</u>	<u>LOCAL</u>
<u>Arizona-Utah</u> <i>Contact: Fatna Sallak-Williams</i> Tel: (323) 549-6054 Fax: (323) 549-6886	<u>New England</u> Tel: (617) 262-8001 Fax: (617) 262-3006
<u>Atlanta</u> Tel: (404) 239-0131 Fax: (404) 239-0137	<u>New Mexico</u> <i>Contact: Marisa Leal</i> Tel: (323) 549-6039 Fax: (323) 549-6886
<u>Chicago</u> Tel: (312) 573-8081 Fax: (312) 573-0318 / (800) 599-1675	<u>New Orleans</u> <i>Contact: Doriza Sojo</i> Tel: (305) 663-7081 Fax: (305) 670-1813 / (800) 844-5439
<u>Colorado</u> <i>Contact: Marisa Leal</i> Tel: (323) 549-6039 Fax: (323) 549-6886	<u>New York</u> <i>Theatrical Contracts Dept.</i> Tel: (212) 827-1553 Fax: (212) 944-6774
<u>Dallas-Fort Worth</u> Tel: (214) 363-8300 Fax: (214) 363-5386	<u>Ohio-Pittsburgh</u> Tel: (412) 281-6767 Fax: (412) 281-2444
<u>Hawaii</u> Tel: (808)596-0388 Fax: (808)593-2636 / (800) 305-8146	<u>Philadelphia</u> Tel: (215) 732-0507 Fax: (215) 732-0086
<u>Houston-Austin</u> <i>Contact: Trish Avery</i> Tel: (214) 363-8300 Fax: (214)363-5386	<u>Portland</u> <i>Contact: Chris Comte</i> Tel: (206) 282-2506 Fax: (206) 282-7073
<u>Los Angeles</u> <i>Theatrical Contracts Department</i> Tel: (323) 549-6828 Fax: (323) 549-6886 signyourpicture@sagaftra.org	<u>San Diego</u> <i>Contact: Fatna Sallak-Williams</i> Tel: (323) 549-6054 Fax: (323) 549-6886
<u>Miami</u> Tel: (305) 670-7677 Fax: (305) 670-1813 / (800) 844-5439	<u>San Francisco – Northern California</u> Tel: (415) 391-7510 Fax: (415) 391-1108
<u>Michigan</u> <i>Contact: Kathy Byrne</i> Tel: (312)573-8081 Fax: (312) 573-0318 / (800) 599-1675	<u>Seattle</u> Tel: (206) 282-2506 Fax: (206) 282-7073
<u>Missouri Valley</u> Tel: (314) 231-8410 Fax: (314) 231-8412	<u>Twin Cities</u> <i>Contact: Kathy Byrne</i> Tel: (312) 573-8081 Fax: (312) 573-0318 / (800) 599-1675
<u>Nashville</u> Tel: (615) 327-2944 Fax: (615) 329-2803	<u>Washington - Mid Atlantic</u> Tel: (301) 657-2560 Fax: (301) 656-3615
<u>Nevada</u> <i>Contact: Fatna Sallak-Williams</i> Tel: (323) 549-6054 Fax: (323) 549-6886	