



Producer's Guide to Working with SAG-AFTRA on a Television Production

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

Pre-Production

These are the steps you must take at least 3 weeks prior to your first day of travel, rehearsal, or principal photography, whichever comes first.

1. Unless you have already done so, start by filling out the **Preliminary Information Sheet Television 4.6** (attached at the end of this Guide). Email it to signyourpicture@sagaftra.org. A SAG-AFTRA Business Representative will contact you within a few days to explain the steps to becoming a SAG-AFTRA Signatory Producer. He/she will also send you a packet of information and documents. The documents in that packet are not samples and can be fully executed.

2. At this point you should send us the following documents from your packet:

- **Information Sheet Television 4.25**
- **Adherence Letter Television 2011 2.2**
(Return two signed originals)
- **Adherence Letter Pension And Health Plans 2.3**
(Return two signed originals)
- **Production Checklist Theatrical Television 4.7**

3. We also need to know who is employing the actors. If your company is a:

- Corporation – We will need your Articles of Incorporation and completed **Corporate Resolution 3.11**.
- Limited Liability Company (LLC) – We will need your Articles of Organization, LLC Operating Agreement, and completed **Limited Liability Company Resolution 3.19**.
- Partnership or Joint Venture – We will need your Fictitious Business Name Statement (if applicable) and Partnership Agreement (if applicable).

Note: It's very important that the information you provide in this step is consistent with the information submitted in Step 2 above. For example: if you've submitted your company's official name as Film, L.L.C. in Step 2, submitting it as Film LLC (without the punctuation) in Step 3 could cause problems with your paperwork.

4. Also send the following required production documents:

- A completed **Pre-Production Cast List 5.1**
- A copy of the shooting script
- A completed **Day Out Of Days Form 6.15**

When all of the requirements outlined above are fulfilled, your SAG-AFTRA Business Rep will give your production “clearance”, meaning that the Performers and Background Actors may now start work. This is the point at which you should contact the department known as “Station 12” to check the status of the Performers and Background Actors you've hired for your project.

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.

Production

During production, complete and submit the following to your SAG-AFTRA Business Representative:

1. SAG-AFTRA Performer Contracts for Television Motion Pictures
2. **Production Time Report Exhibit G 6.14** (submitted on a weekly basis)
3. If you are hiring a performer or background actor who is not a SAG-AFTRA member, you will need to complete a **Taft-Hartley Report Principals Theatrical-Television 6.1**, or a **Taft-Hartley Report Background Theatrical-Television 6.2**, and submit them to SAG-AFTRA, along with head shots and resumes.

Post-Production

After production, complete and submit the following documents to your SAG-AFTRA Business Representative:

1. **Final Cast List Information Sheet 7.1**

2. Casting Data Report 7.2

3. Casting Data Report Stunt Performers And Coordinators 7.4 (if applicable).

If you have any questions, please contact your SAG-AFTRA Business Representative.



Television Preliminary Project Sheet

Live Action
Animation

PROJECT TITLE: _____

Project Format: Non-air Presentation TV Pilot TV Series TV Movie Multi-Part
Other _____

Production Genre: Dramatic/Sitcom Reality Talk Show Documentary Game Show
Other _____

Intended Initial Exhibition Market (check one below and list name): _____

Network TV CW Syndication PBS PAY TV Basic Cable Home Video

Shooting Location(s) (City, State, Country): _____

Travel Date(s): _____

Rehearsal Date(s): _____

Principal Photography
START DATE: _____

Principal Photography
END DATE: _____

Project Length: _____
(including commercial breaks)

Number of Episodes: _____
(if applicable)

Medium: _____
(film, digital, videotape)

Performer
Budget: \$ _____

Total
Budget: \$ _____

Casting Director: _____ Screenwriter(s): _____

**SIGNATORY
PRODUCTION COMPANY:** _____

**Production
Company Address:** _____

Production Office Phone #: _____ **State & country company was formed:** _____

Production Contact Information (name, title, email, phone #...): _____

Licensing Agreement with: _____ **Distribution Agreement with:** _____

Email this form to signTVprojects@sagaftra.org
A Signatory Representative will contact you to get you started.