



**SAG-AFTRA**

**THEATRICAL/TELEVISION TAFT-HARTLEY REPORT  
(PRINCIPALS ONLY)**

Please be advised that it is the Producer's responsibility to complete this report in its entirety or it will be returned for completion. **This report must be submitted to SAG-AFTRA within 15 days from the date of the first employment of a non-member (25 days if on an overnight location).**

Resume  
Photo

**EMPLOYEE INFORMATION**

\*Name: \_\_\_\_\_ \* SS#: \_\_\_\_\_  
\*Address: \_\_\_\_\_ \* Date of Birth: (If minor) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Work date: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**EMPLOYER INFORMATION**

Signatory Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**\*EMPLOYMENT INFORMATION**

CONTRACT TYPE

Theatrical  
Television

ENGAGEMENT CONTRACT

Daily  
3-Day (TV only)  
Weekly

PERFORMER CATEGORY

Actor Stunt  
Singer Stunt Coordinator  
Dancer Other:

Work Date(s): \_\_\_\_\_ Production #: \_\_\_\_\_

Production Title: \_\_\_\_\_

Shooting Locations(s) (City & State): \_\_\_\_\_

Reason for Hire: **PLEASE COMPLETE REVERSE SIDE AND ATTACH APPROPRIATE DOCUMENTATION \***

*Employer is aware of General Provision, Section 14 of the Basic Agreement, as amended, that applies to Theatrical and Television production, wherein Preference of Employment shall be given to qualified professional actors (except as otherwise stated). Employer will pay to SAG-AFTRA, as liquidated damages, the sums indicated for each breach by the Employer of any provision of those sections.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Producer Casting Dir. Phone: \_\_\_\_\_

Note: Please forward the completed form to SAG-AFTRA in the city in which you are shooting or, if there is no local office in that city, to the SAG-AFTRA office nearest your location. Please see attached list of SAG-AFTRA local offices. If sending to the **Hollywood Office**, send to the appropriate department as follows: **Principal Performers** for **Theatrical** motion pictures – Attn: Theatrical Dept.  
**Principal Performers** for **Television** programs – Attn: Television Dept.

**\*Required Information**

**Reason for Hire  
(Check Appropriate Box)**

Member of recognized "name" specialty group (Attach documentation and photo)

Important, famous, well-known or unique persons portraying themselves (Attach photo and bio)

Background actor adjusted for non-script lines (Attach photo)

Military or other government personnel used due to governmental restrictions (Describe restrictions below)

Special skill or unique physical appearance. (Describe skill below or attach photo)

First employment of a person who has training/experience as a professional performer and intends to pursue a career as a motion picture performer (Attach photo and resume)

Child under the age of 18 (State age and attach photo)

Owner or operator of special or unique vehicle or equipment (Describe below and attach photo)

Employed as stunt coordinator (Attach photo and resume)

Employed as body double for scenes requiring nudity or sexual conduct (Attach photo)

Other (Describe reason for hire below and attach photo and resume)

SAMPLE

<p><b>LOS ANGELES (NATIONAL HEADQUARTERS)</b> 5757 Wilshire Blvd. Los Angeles, CA 90036 Phone: (323) 954-1600</p>	<p><b>NEW YORK</b> 1900 Broadway, 5th Floor New York, NY 10023 Phone: (212) 944-1030</p>
<p><b>ARIZONA-UTAH</b> (all contract services covered by LA) 5757 Wilshire Blvd. Los Angeles, CA 90036 Phone: (323) 954-1600</p>	<p><b>NEW ENGLAND</b> 20 Park Plaza, Suite 822 Boston, MA 02116-4399 Phone: (617) 262-8001</p>
<p><b>ATLANTA</b> 455 E. Paces Ferry Road NE, Suite 334 Atlanta, GA 30305 Phone: (404) 239-0131</p>	<p><b>NEW MEXICO</b> (all contract services covered by LA) 5757 Wilshire Blvd. Los Angeles, CA 90036 Phone: (323) 954-1600</p>
<p><b>CHICAGO</b> 1 East Erie, Suite 650 Chicago, IL 60611 Phone: (312) 573-8081</p>	<p><b>NEW ORLEANS</b> (all contract services covered by Miami) 3470 N. W. 82<sup>ND</sup> Ave., Suite 780 Doral, FL 33122 Phone: (305) 670-7677</p>
<p><b>COLORADO</b> (all contract services covered by LA) 5757 Wilshire Blvd. Los Angeles, CA 90036 Phone: (323) 954-1600</p>	<p><b>OHIO-PITTSBURGH</b> 625 Stanwix Street, Ste. 2007 Pittsburgh, PA 15222 Phone: (412) 281-6767</p>
<p><b>DALLAS/FT. WORTH</b> 15110 Dallas Parkway, Suite 440 Dallas, TX 75248 Phone: (214) 363-8300</p>	<p><b>PHILADELPHIA</b> 230 South Broad Street, Ste. 500 Philadelphia, PA 19102-1229 Phone: (215) 732-0507</p>
<p><b>HAWAII</b> 949 Kapi'olani Blvd, Suite 105 Honolulu, HI 96814 Phone: (808) 596-0388</p>	<p><b>PORTLAND</b> (all contract services covered by Seattle) 123 Bolston Ave. East, Suite A Seattle, WA 98102 Phone: (206) 282-2506</p>
<p><b>HOUSTON</b> (all contract services covered by Dallas-Ft. Worth) 15110 Dallas Parkway, Suite 440 Dallas, TX 75248 Phone: (214) 363-8300</p>	<p><b>SAN DIEGO</b> (all contract services covered by LA) 5757 Wilshire Blvd. Los Angeles, CA 90036 Phone: (323) 954-1600</p>
<p><b>MIAMI</b> 3470 N. W. 82<sup>ND</sup> Ave., Suite 780 Doral, FL 33122 Phone: (305) 670-7677</p>	<p><b>SAN FRANCISCO – NORTHERN CALIFORNIA</b> 350 Sansome Street #900 San Francisco, CA 94104 Phone: (415) 391-7510</p>
<p><b>MICHIGAN</b> (all contract services covered by Chicago) 1 East Erie, Suite 650 Chicago, IL 60611 Phone: (312) 573-8081</p>	<p><b>SEATTLE</b> 123 Bolston Ave. East, Suite A Seattle, WA 98102 Phone: (206) 282-2506</p>
<p><b>MISSOURI VALLEY</b> 911 Washington Ave., Suite 207 St. Louis, MO 63101 Phone: (314) 231-8410</p>	<p><b>TWIN CITIES</b> (all contract services covered by Chicago) 1 East Erie, Suite 650 Chicago, IL 60611 Phone: (312) 573-8081</p>
<p><b>NASHVILLE</b> PO Box 121087, 1108 17th Ave. South Nashville, TN 37212 Phone: (615) 327-2944</p>	<p><b>WASHINGTON-MID ATLANTIC</b> 7735 Old Georgetown Road, Suite 950 Bethesda, MD 20814 Phone: (301) 657-2560</p>
<p><b>NEVADA</b> (all contract services covered by LA) 5757 Wilshire Blvd. Los Angeles, CA 90036 Phone: (323) 954-1600</p>	