



Producer's Guide to Working with SAG-AFTRA on a Student 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 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 **Student Film Agreement 1.11** 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 **Student Film Agreement 1.11**, 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) Your instructor must complete and sign the statement at the bottom of the **Student Film Agreement 1.11**.
- 4) Return a *hand-signed original* copy of the **Student Film Agreement 1.11** and the completed **Pre-Production Cast List 5.1** via overnight delivery, or hand deliver to the attention of your SAG-AFTRA 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 Student Film 6.34**.
- 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 Student Film 6.34**, 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 production.

Project Title: _____

Are you signing as a (check one only):

***Individual:** _____ **Company:** _____

If signing as a ****Company** are you a:

Corporation: _____ **LLC:** _____ **Other:** _____

Name of Individual or Company: _____

Address & contact information of Individual or Company:

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

Producer contact Information – (if different from above):

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

Contact Information:

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
Drivers License.**

****If you are signing as a Company, return this form with a copy of your
Corporate Articles.**

About the film:

Briefly describe the program: _____

Start Date: _____ **Completion Date:** _____ **Medium (film, digital):** _____

Is it live action or animated? _____ **Number of shooting days:** _____

Do you have a distribution Agreement? _____ **Projected Edited Length:** _____

Where are you shooting (city/state, etc.): _____ **Who owns the project?** _____

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

Financial Information:

Project Financed by: _____
Cash expenditures _____
Equipment _____
Film and processing
(Including digital media): _____
Post production: _____
Total budget: _____

Additional information:

Is this project a class requirement for a Film school? _____ Name of film school: _____

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 Drivers License (or corporate paperwork if signing as business) via return email signyourpicture@sagaftra.org SAG-AFTRA Theatrical contracts division at 5757 Wilshire Blvd. Los Angeles, CA 90036 or fax at (323) 549-6886 at least 3 weeks before production.

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 project, 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 on this website. If you live in the vicinity of Los Angeles or New York, we recommend that you attend a SAG-AFTRA Independent Filmmaker's Signatory workshop for questions on these agreements. 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 (the phone number of one office providing permits is **562- 590-5048**.) If you are employing minors during school days or school hours 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.studioteachers.com/bluebook/bb8.html>.

LEGAL REQUIREMENTS

You are hereby reminded that 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. A Business Representative will contact you within 2 – 3 business days to follow-up on your request, explain the process and forward the appropriate paperwork. If you do not receive a return call please call to check that the fax was received.

Los Angeles and vicinities: Fax (323) 549-6886. Theatrical Contracts Department, Telephone (323) 549-6828.

New York: Fax (212) 944-6774, Theatrical Contracts Department, Telephone (212) 827-1553.

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

LOCAL	STATES COVERED	LOCAL	STATES COVERED
ARIZONA Tel: (480) 264-7696 Don.livesay@sagafta.org	Arizona, Utah	NASHVILLE Tel: (305) 670-7677 Fax: (305) 670-1813 or (800) 844-5439	Kentucky, Tennessee
BOSTON Tel: (617) 262-8001 Fax: (617) 262-3006	Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	NEW YORK See above	Connecticut, New York, Northern New Jersey (as designated by zip code)
CHICAGO Tel: (312) 573-8081 Fax: (312) 573-0318 or (800) 599-1675	Illinois, Indiana, Iowa, Minnesota, Missouri, North Dakota, Ohio South Dakota, Wisconsin	NEVADA Tel: (702) 737-8818 Fax: (702) 933-9118	Nevada
COLORADO Tel: (720) 932-8193 Fax: (720) 932-8194	Colorado, Kansas Nebraska, Wyoming	NEW MEXICO Tel: (505) 268-2127 Fax: (505) 268-2151	New Mexico
DALLAS Tel: (214) 379-1171 Fax: (214) 379-1172 or (877) 344-7276	Arkansas Northern Texas (as designated by zip code) Oklahoma	PHILADELPHIA Tel: (215) 760-8535 Fax: (866) 226-6983	Delaware, Pennsylvania, Southern New Jersey (as designated by zip code)
DETROIT Tel: (248) 351-2678 Fax: (248) 351-2679	Michigan	PORTLAND Tel: (206) 402-5958 Fax: (206) 402-3489 or (800) 378-6741	Oregon
FLORIDA Tel: (305) 670-7677 Fax: (305) 670-1813 or (800) 844-5439 ORLANDO Tel: (407) 788-3020 Fax: (407) 788-3080	Alabama, Florida, Louisiana, Mississippi North Carolina, Puerto Rico, South Carolina	SAN DIEGO Tel: (702) 737-8818 Fax: (702) 933-9118	Southern California (as designated by zip code)
GEORGIA Tel: (404) 239-0131 Fax: (404) 239-0137	Georgia	SAN FRANCISCO Tel: (415) 391-7510 Fax: (415) 391-1108	San Francisco: Northern California (as designated by zip code)
HAWAII Tel: (808) 596-0388 Fax: (808) 593-2636 or (800) 305-8146	Hawaii	SEATTLE Tel: (206) 402-5958 Fax: (206) 402-3489 or (800) 378-6741	Alaska, Montana, Washington
HOLLYWOOD See above	Greater Los Angeles (as designated by zip code)	UTAH Tel: (480) 264-7696 Don.livesay@sagafta.org	Utah
HOUSTON Tel: (214) 379-1171 Fax: (214) 379-1172 or (877) 344-7276	Southern Texas (as designated by zip code)	WASHINGTON DC Tel: (301) 657-2560 Fax: (301) 656-3615 or (800) 253-9730	Maryland, Virginia Washington DC, West Virginia