



# Producer's Guide to Working with SAG-AFTRA on a Modified Low Budget Theatrical Motion Picture

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 guide to completing the signatory process.

## Documents

The Signatory Package Zip Files that are posted on the Production Center at [sag-aftra.org](http://sag-aftra.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 Low Budget Modified Low Budget Ultra Low Budget 4.22** (attached at the end of this Guide). Email it to [signyourpicture@sagaftra.org](mailto: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. They 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 Theatrical 4.24**
- **Distribution Checklist Theatrical 4.14**
- **Adherence Letter Theatrical 2009 2.1**  
*(Return two signed originals)*
- **Modified Low Budget Agreement 1.7**  
*(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:

- Complete **Pre-Production Cast List 5.1**; if you intend to use the "Diversity in Casting Incentive," please use the **Pre-Production Cast List Affirmative Action 5.2** form.
- A copy of the shooting script

- **Day Out Of Days Form 6.15**
    - Line Item Budget; this budget must be detailed and complete, including all above-the-line and below-the-line costs.
5. We also need to review any agreements you have that affect the ownership of the film and its story. These are called ‘Chain of Title’ documents. Chain of Title documents usually include, but are not limited to, the following:
- A copy of Form PA (relating to the screenplay) and proof of its receipt by the US Copyright Office (USCO). The writer (or copyright owner) of the script should have filed this document with the copyright office. They should be able to provide you with both documents;
  - Complete chain of title documents relating to the film and the underlying rights, including proof of filing each with USCO (For example, certificate(s) of authorship, “work made for hire” agreements, and copyright assignments); and
  - Copies of all distribution, license, and/or sales agency agreements pertaining to the right to distribute the Picture in all media and territories worldwide.
6. Once we’ve received and reviewed all of the applicable documents listed above, your SAG-AFTRA Business Representative will contact you and let you know what financial assurances are needed. Financial assurances usually include, but are not limited to, the following:
- **Security Deposit** (in the form of a cashier’s check or wire transfer) and related **Security Deposit Letter 3.5** and **W-9 Form-Request For Taxpayer ID Number & Certification 9.24.**
  - Security Agreement
  - Assumption Agreement(s)
  - Intercreditor Agreement(s), if applicable
  - And all other financial assurances that may be required, including, but not limited to, a Collection Agreement, Guarantee Agreement, and/or a Residuals Reserve and corresponding Custody Agreement.

Not all of the financial assurance documents are referenced here because the ones that may be required for your project are determined after the initial review.

When all of the requirements outlined above are fulfilled, your SAG-AFTRA Business Rep will give your production “clearance”, meaning that the Performers 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 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 Modified Low Budget Theatrical Motion Pictures
2. **Production Time Report Exhibit G 6.14** (submitted on a weekly basis)
3. If you are hiring a performer who is not a SAG-AFTRA member, you will need to complete a **Taft-Hartley Report Principals Theatrical-**

**Television 6.1**, and submit it to SAG-AFTRA, along with a head shot and resume.

## 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**, and **Casting Data Report Stunt Performers And Coordinators 7.4** (if applicable).
3. If you intend to use the “Diversity in Casting Incentive,” please use the **Casting Data Report Low Budget Affirmative Action 7.3**.
4. Detailed Line Item Final Cost Report

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



# SCREEN ACTORS GUILD-AMERICAN FEDERATION OF TELEVISION AND RADIO ARTISTS PRELIMINARY THEATRICAL INFORMATION SHEET ULTRA LOW-BUDGET AGREEMENT, MODIFIED LOW-BUDGET AGREEMENT OR LOW-BUDGET AGREEMENT

(Motion Pictures made for initial Theatrical release only)

**Please complete the yellow highlighted areas completely – PRINT CLEARLY**  
*(it is important that you do not leave any areas blank).*

**Project Title:** \_\_\_\_\_

### Production Information:

**Contact Person:** \_\_\_\_\_ **Position in production:** \_\_\_\_\_

<b>Home:</b>	<b>Work:</b>	<b>Contact Information:</b>	<b>FAX:</b>	<b>E-mail address:</b>
_____	_____	<b>Cell:</b> _____	_____	_____

### Producer (if different than above):

**Name:** \_\_\_\_\_

#### Contact Information:

<b>Home:</b>	<b>Work:</b>	<b>Cell:</b>	<b>FAX:</b>	<b>E-mail address:</b>
_____	_____	_____	_____	_____

### Signatory Information:

Are you signing as (check *one* only):

**Individual:** \_\_\_\_\_ **Business or Corporation:** \_\_\_\_\_

If signing as a business are you a:

**Corporation:** \_\_\_\_\_ **LLC:** \_\_\_\_\_ **Business:** \_\_\_\_\_ **DBA:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Name of Person or Company:** \_\_\_\_\_

**Address:**

**Street:** \_\_\_\_\_  
**Suite:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State & Zip:** \_\_\_\_\_  
**Attn:** \_\_\_\_\_

*(Alternate or Mailing Address - optional)*

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State & Zip:** \_\_\_\_\_

### About the Film:

**Briefly describe the storyline:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Medium** (film, digital, video) \_\_\_\_\_

Is it live **action** or **animated**? \_\_\_\_\_

**Projected Edited Length:** \_\_\_\_\_

Is there a **prior lien** on the film? \_\_\_\_\_

Do you have a **distribution Agreement**? \_\_\_\_\_

**Who wrote the Screenplay?** \_\_\_\_\_

**Who owns the project?** \_\_\_\_\_

**Where are you shooting** (city/state, etc.)

If more than one location, list dates for each location

**Number of shooting days:**

**Total number of speaking roles:**

SAG- AFTRA:	Non- SAGAFTRA:
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**Financial Information:**

Project Financed by:

Cash expenditures

Equipment

Film and processing

(Including digital media):

Post production:

**Total budget:**


**Additional information:**

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

Minors:	<input type="checkbox"/>	Animals:	<input type="checkbox"/>	Singers:	<input type="checkbox"/>	Stunts:	<input type="checkbox"/>	Nudity:	<input type="checkbox"/>
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*Films produced under the SAG-AFTRA Low-Budget Agreements must be filmed entirely within the United States and its territories.*

**PLEASE RETURN this document *along with* your **Drivers License** (or corporate paperwork if signing as business) via return email [signyourpicture@sagaftra.org](mailto: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.*****

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](http://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.**

**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.

For projects filming in:

Alaska	Idaho	Montana	Texas	Seattle
Arizona	Iowa*	Nebraska	Oklahoma	South Dakota*
Arkansas	Kansas	Nevada	Omaha*	Utah
Colorado	Los Angeles	New Mexico	Oregon	Washington
Hawaii	vicinity	North Dakota*	San Diego	Wyoming

*Fax to Los Angeles office – Theatrical Contracts – (323) 549-6886. Telephone (323) 549-6828.*

*\* For Ultra Low Budget productions only in these areas please fax to the Chicago office – (312) 573-0318.*

For projects filming in:

Alabama	Maine	New York	Tennessee
Connecticut	Maryland	North Carolina	Vermont
Delaware	Massachusetts	New Jersey, Ohio*	Virginia
Florida	Michigan	Pennsylvania	Washington D.C.
Georgia	Minnesota*	Philadelphia	West Virginia
Illinois*	Mississippi	Puerto Rico	Wisconsin*
Kentucky	Missouri*	Rhode Island	
Louisiana	New Hampshire	South Carolina	

*Fax to New York office – Theatrical Contracts – (212) 944-6774. Telephone (212) 827-1553.*

*\* For Ultra Low Budget productions only in these areas please fax to the Chicago office – (312) 573-0318. Telephone (312) 573-8081.*

For projects filming in the San Francisco and Northern California areas:

*Fax to San Francisco office – (415) 391-1108. Telephone (415) 391-7510*

*Although the signatory process will be handled by the Los Angeles or New York SAG-AFTRA office, if you are filming in an area with a Local SAG-AFTRA office, please feel free to contact them ahead of time.*

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



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