



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: _____
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 travel of or principal photography (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

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> <u>Contact:</u> Fatna Sallak-Williams 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> <u>Contact:</u> Marisa Leal 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> <u>Contact:</u> Doriza Sojo Tel: (305) 663-7081 Fax: (305) 670-1813 / (800) 844-5439
<u>Colorado</u> <u>Contact:</u> Marisa Leal 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> <u>Contact:</u> Trish Avery Tel: (214) 363-8300 Fax: (214)363-5386	<u>Portland</u> <u>Contact:</u> Chris Comte 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> <u>Contact:</u> Fatna Sallak-Williams 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> <u>Contact:</u> Kathy Byrne 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> <u>Contact:</u> Kathy Byrne 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> <u>Contact:</u> Fatna Sallak-Williams Tel: (323) 549-6054 Fax: (323) 549-6886	