

# Streamlining the SAG-AFTRA Interactive Process

- New contract language and increased wages are not enough.
- We need to make the process easier to capture more work
- SAG-AFTRA is in the process of creating a “Producer’s Portal” to enable smoother processes using online tools.

## Background

- The non-union space has talented performers and an easy, rapid process
- The union space has talented performers and a difficult, time consuming process
- The Union provides the benefit of standard minimum wages, working conditions, health care, and pension.

\*\*\*only if enough work is captured\*\*\*

# The Non-Union Producing Process

Using a P2P service such as Voices123 or Voices dot com

- Cast
  - Log into account
  - Create new job with all details and post for submissions
  - Listen to submissions on any device
  - At time of posting, funds are deposited into an escrow account ensuring talent who submit will get paid.
- Book
  - Through that same account, offer job to the selected VO talent Schedule
- Schedule
  - Through that same account, set time frame for recording to take place
- Record
  - Talent records on their own or over a remote connection with direction.
  - Through talent account, upload files for producer
  - Producer approves of the recording or sends back to talent for pickups.
- Pay
  - After producer approves of talent audio, funds are released and arrive in the talents account usually same day.
- Closed
  - Project completed and closed.

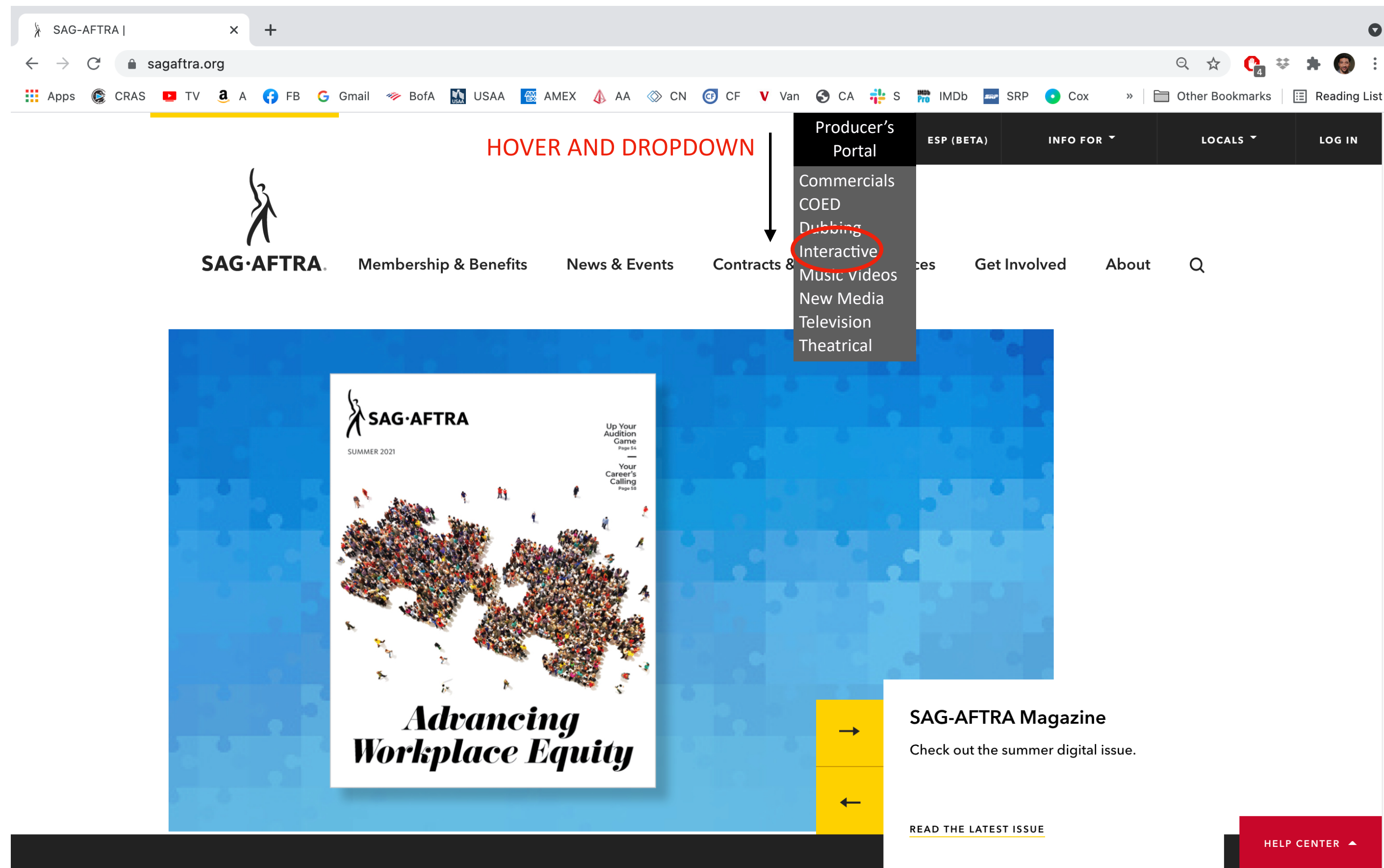
# SAG-AFTRA Requirements

- Signatory requirements
- Cast Clearance
- Taft-Hartley
- SAG-AFTRA Performer Contracts
- Production Time Reports (Exhibit G)
- Payroll/Tax documents
- Final Cast list

# Producer's Portal (Interactive page)

The Interactive producers page should be one should be one (1) click from the SAG-AFTRA home page.

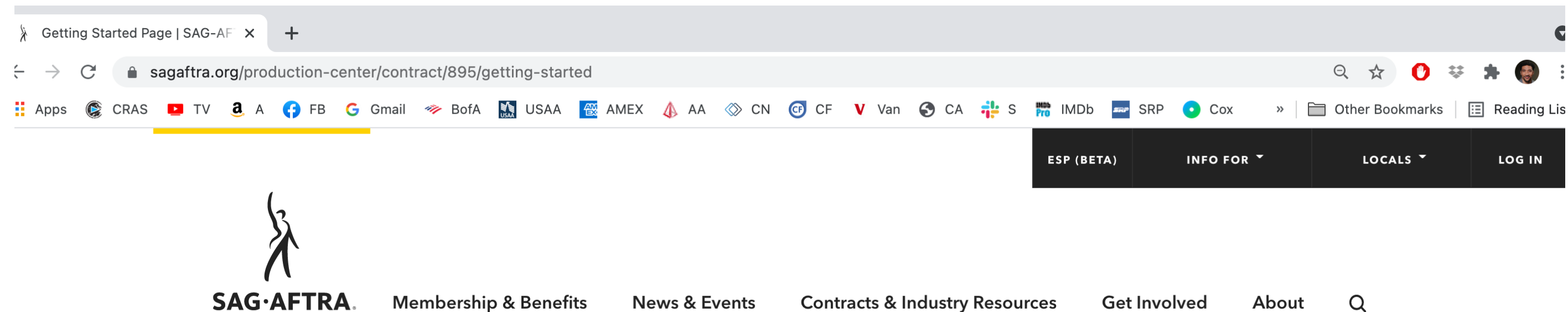
\*We should explore an easy to use hyperlink such as: [sagaftra.org/interactive](https://sagaftra.org/interactive)



# Producer's Portal (Interactive page)

Interactive page should be the de facto Production Checklist and all forms/information must be linked and easily accessible.

\*You should never have to leave this page to complete the process



## Production Center

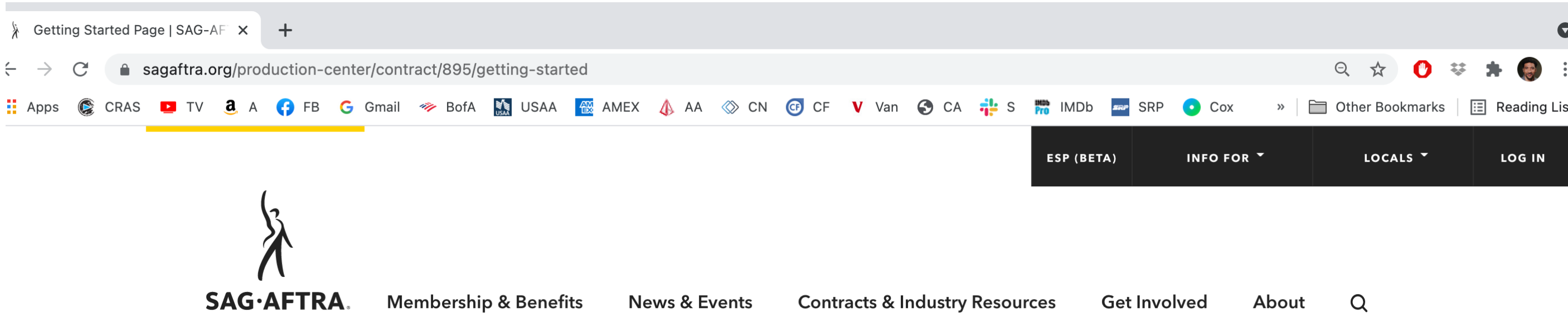
### Interactive

#### Production Checklist

- Signatory/Company Registration
- Pre-Production
- Production
- Post-Production

#### Rate Estimate Calculator

# Signatory Requirements



## Production Center

### Interactive

#### Production Checklist

- Signatory/Company Registration

Signatory number

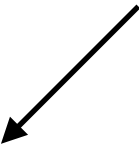
Or

Company Registration Number

- Company formation documents
- Company Authorization Letter
- Interactive Letter of Adherence
- SAG-AFTRA Health and Retirement Letter of Adherence
- Download Package

- Pre-Production

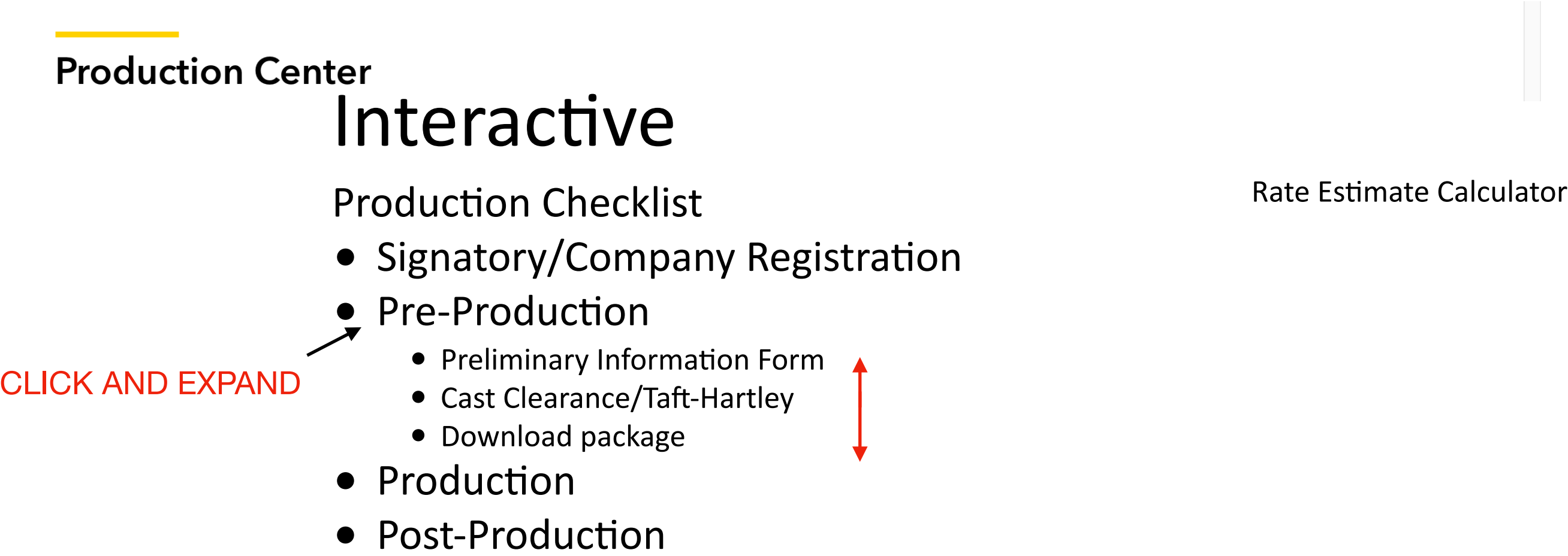
CLICK AND EXPAND



Rate Estimate Calculator



# Pre-Production



# Preliminary Information Form

Production Center

## Interactive

### Production Checklist

- Signatory/Company Registration
- Pre-Production
  - Preliminary Information Form

Rate Estimate Calculator

CLICK AND EXPAND

Production Information:

Game Title: \_\_\_\_\_  
(Include all AKAs)

Agreements:    Low Budget                      Localization                      2020 Interactive Media

Principal Start Date: \_\_\_\_\_ Location of Shoot/Recording: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position in Production: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signatory Information:

Are you signing as an:    Individual:                      Or a Company:

Business Type (if applicable):    Corporation:                      LLC:                      Partnership:                      DBA:                      Other:

Name of Signatory: \_\_\_\_\_  
*Name of Signatory must match the Company Structure documents exactly, including exact punctuation and no abbreviations.*

If already signatory, Signatory ID number: \_\_\_\_\_

Production Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

IP Publisher/Owner Information:

Business Type (if applicable):    Corporation:                      LLC:                      Partnership:                      DBA:                      Other:

Name of Publisher/Owner: \_\_\_\_\_  
*Name of Signatory must match the Company Structure documents exactly, including exact punctuation and no abbreviations.*

Permanent Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Submit

You receive a Production ID number  
And You're Cleared

IT'S TIME TO CAST YOUR PROJECT

# Cast Clearance

Production Center

## Interactive

Production Checklist

- Signatory/Company Registration
- Pre-Production
  - Preliminary Information Form
  - Cast Clearance/Taft-Hartley

[Sample Taft-Hartley form](#)

Rate Estimate Calculator

CLICK AND EXPAND

|   | Last Name            | SSN #                | Performer Category▼                                                                                                                                   | Contract Type▼                     |
|---|----------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 1 | <input type="text"/> | <input type="text"/> | <div>Performer</div> <div>Singer - Solo/Duo</div> <div>Singer - 3-8</div> <div>Singer - 9+</div> <div>Contractor 3-8</div> <div>Contractor - 9+</div> | <div>Daily</div> <div>Weekly</div> |
| 2 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |
| 3 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |
| 4 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |
| 5 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |
| 6 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |
| 7 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |
| 8 | <input type="text"/> | <input type="text"/> |                                                                                                                                                       |                                    |

Back

Submit

# Cast Clearance

Production Center

## Interactive

### Production Checklist

- Signatory/Company Registration
- Pre-Production
  - Preliminary Information Form
  - Cast Clearance/Taft-Hartley [Sample Taft-Hartley form](#)

Rate Estimate Calculator

CLICK AND EXPAND

CLICK FOR POPUP

| Last Name |       | SSN #     | Performer Category▼ | Contract Type▼ |   |                                     |
|-----------|-------|-----------|---------------------|----------------|---|-------------------------------------|
| 1         | One   | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 2         | Two   | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 3         | Three | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 4         | Four  | 123456789 | Performer           | Daily          | ✗ | <a href="#">Submit Taft-Hartley</a> |
| 5         | Five  | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 6         | Six   | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 7         | Seven | 123456789 | Performer           | Daily          | ✗ | Ineligible - Please Call            |
| 8         | Eight | 123456789 | Performer           | Daily          | ✓ | Cleared                             |

Submit Taft-Hartley forms for each performer that requires it.  
Once all performers are cleared **GREEN** you are finished.

Back Submit

# Taft-Hartley

Production Center

## Interactive

### Production Checklist

- Signatory/Company Registration
- Pre-Production
  - Preliminary Information Form
  - Rate Estimate Calculator
  - Cast Clearance/Taft-Hartley

CLICK AND EXPAND

Last Name

1

2

3

4

5

6

7

8

 **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**

| <u>CONTRACT TYPE</u> | <u>ENGAGEMENT CONTRACT</u> | <u>PERFORMER CATEGORY</u> |                   |
|----------------------|----------------------------|---------------------------|-------------------|
| Theatrical           | Daily                      | Actor                     | Stunt             |
| Television           | 3-Day (TV only)            | Singer                    | Stunt Coordinator |
|                      | Weekly                     | 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**

Print

Submit

Pre-Production is done.

**TIME TO SCHEDULE AND RECORD**

# Production

Production Center

Interactive

- Production Checklist
- Signatory/Company Registration
  - Pre-Production
  - Production
    - Performer Contracts & Production Time Reports (Exhibit G) -

Rate Estimate Calculator

[Blank Contract Link](#) [Blank Exhibit G Link](#)

SELECT DATE USING DROPDOWN

CLICK AND EXPAND

|   | Last Name | SSN #     | Work Date                                          | Work Date                                          | Work Date                                          | Work Date                                          |
|---|-----------|-----------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| 1 | One       | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 2 | Two       | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 3 | Three     | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 4 | Four      | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 5 | Five      | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 6 | Six       | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 7 | Seven     | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 8 | Eight     | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |

SELECT LINK TO ACCESS  
CONTRACT OR EXHIBIT G

Back

Production

Production Center

Interactive

Production Checklist

- Signatory/Company Register
- Pre-Production
- Production
  - Performer Contracts &Production

CLICK AND EXPAND



- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

EXHIBIT A

MEMBER REPORT - INTERACTIVE MEDIA

AMERICAN FEDERATION OF TELEVISION AND RADIO ARTISTS

350 Sansome St., # 900  
San Francisco, CA. 94104  
(415) 391-7510

260 Madison Ave., 7 Fl. New  
York, NY. 10016 (212) 532-0800

One E. Erie St. #650  
Chicago, IL. 60611 (312) 573-8081

5757 Wilshire Blvd., 9 Fl.  
Los Angeles, CA. 90036  
(323) 634-8100

One copy of this form must be filled out and filed with AFTRA within 48 hrs. of engagement. Each member is responsible for filing their own Member Report, or making certain that one is filed on their behalf, in New York, Chicago, San Francisco, Los Angeles (addresses above) or the nearest local AFTRA office. Failure to file for each engagement - will subject you to a fine for each such offense. Performer must initial opposite name if AFTRA Reporter is designated.

Date of Engagement:

Recording Location:

Address:

| Employer/Signator | Name | Address | City | State | Zip | Phone |
|-------------------|------|---------|------|-------|-----|-------|
|-------------------|------|---------|------|-------|-----|-------|

Type of Employment:

☐ Day Player

☐ 3-Day

☐ Weekly

☐ VO

☐ Other

☐ Background

☐ Atmospheric

(specify)

Title of Interactive Program:

Compensation:

☐ Scale \$

☐ Integration Payment

☐ Cloud Gaming

☐ Other

(specify)

Fee To Be Paid By:

Wardrobe Fitting:

Travel Time To:

Travel Time From:

Date

From

To

Date

Time Left

Time Arrived

Date

Time Left

Time Arrived

Additional Information:

SINGER(S)

☐ Doubling

☐ Multiple Tracking

☐ Sweetening

Explain:

| Social Security No. | Performer | Artist To (initial) | Camera |     | Hours Employed                          |      |    | # of Productions | Type of Performance | Wardrobe Furnished by Artist |    | Will Agent's Compensation be paid? |    |
|---------------------|-----------|---------------------|--------|-----|-----------------------------------------|------|----|------------------|---------------------|------------------------------|----|------------------------------------|----|
|                     |           |                     | On     | Off | (Specify all Breaks Incl. Meal Periods) |      |    |                  |                     | Yes                          | No | Yes                                | No |
|                     |           |                     |        |     | From                                    | Meal | To |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |
|                     |           |                     |        |     |                                         |      |    |                  |                     |                              |    |                                    |    |

The information contained in this Memorandum is obtained from the contract(s), verbal or written, which the undersigned employer has entered into with the members of AFTRA whose names are listed hereon.

KEY To Type of Performance

PPrincipal

VVoice-Over

SStunt

SDSolo/Duo Dancer

D3Group Dancer 3-8

D9Group Dancer 9-more

SSSolo/Duo Singer

G3Group Singers 3-8

G9Group Singers 9-more

SESound Effects

CContractor

BA\*Background Actor

EMPLOYER

Signature of Employer or Employer Representative:

AFTRA Performer:

AFTRA Performer's Phone #

Date:

Original (WHITE) – TO AFTRA; Copy 1 (YELLOW) – TO EMPLOYER; Copy 2 (PINK) – MEMBER RETAINS

# Production

Production Center

## Interactive

Production Checklist

- Signatory/Company Registration
- Pre-Production
- Production
  - Performer Contracts & Production Time Reports (Exhibit G) -

Rate Estimate Calculator

[Blank Contract Link](#) [Blank Exhibit G Link](#)

WHEN FORMS ARE SIGNED  
AT EACH STEP; REPS, TALENT,  
AND UNION STAFF  
ARE NOTIFIED

CLICK AND EXPAND



|   | Last Name | SSN #     | Work Date                                          | Work Date                                          | Work Date                                          | Work Date                                          |
|---|-----------|-----------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| 1 | One       | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 2 | Two       | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 3 | Three     | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 4 | Four      | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 5 | Five      | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 6 | Six       | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 7 | Seven     | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |
| 8 | Eight     | 123456789 | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> | <a href="#">Contract</a> <a href="#">Exhibit G</a> |

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# Post Production

Production Center

## Interactive

Production Checklist

- Signatory/Company Registration
- Pre-Production
- Production
- Post-Production

- Payroll

Your payroll company will handle:

- Federal and/or State tax payments to the government
- Pension & Health payments to the Union
- Performer payment to Agent/or direct to performers
- I-9, W-4, W-9, Direct Deposit and all other talent payment paperwork

\*You cannot hire talent as independent contractors (1099). Performers on a Union contract must be paid  
Via a loan-out (W9) or as an employee (W2)

Rate Estimate Calculator

# Final Cast List

Production Center

## Interactive

Production Checklist

- Signatory/Company Registration
- Pre-Production
- Production
- Post-Production
  - Payroll
  - Final Cast List

Rate Estimate Calculator

| Last Name |       | SSN #     | Performer Category▼ | Contract Type▼ |   |                                     |
|-----------|-------|-----------|---------------------|----------------|---|-------------------------------------|
| 1         | One   | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 2         | Two   | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 3         | Three | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 4         | Four  | 123456789 | Performer           | Daily          | ✓ | <a href="#">Submit Taft-Hartley</a> |
| 5         | Five  | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 6         | Six   | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 7         | Seven | 123456789 | Performer           | Daily          | ✓ | Cleared                             |
| 8         | Eight | 123456789 | Performer           | Daily          | ✓ | Cleared                             |

Final Verification

# Rate Estimate Calculator

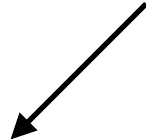
 Production Center

## Interactive

Production Checklist

- Signatory/Company Registration
- Pre-Production
- Production
- Post-Production

Rate Estimate Calculator

  
 [CLICK FOR LINK TO WRAPBOOK  
IN NEW WINDOW](#)