



**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).

Important: Return this form at least **3 weeks before the start of principal photography** along with a copy of your Driver's License if signing as an individual, or a copy of your corporate formation documents if signing as a Company.

Agreements: ULB MLB LB
Is your project: Live Action Animated

Film Title: _____

Production Information:

Contact Person: _____ **Position in production:** _____
Home: _____ **Work:** _____ **Cell:** _____ **FAX:** _____ **E-mail address:** _____

Producer (if different than above):

Name: _____
Home: _____ **Work:** _____ **Cell:** _____ **FAX:** _____ **E-mail address:** _____

Signatory Information:

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: _____

Street: _____	(Alternate or Mailing Address - optional)
Suite: _____	Name: _____
City: _____	Address: _____
State & Zip: _____	City: _____
Attn: _____	State & Zip: _____

About the Film:

Briefly describe the storyline: _____

Principal Photography Start Date: _____ **Travel Date:** _____ **Number of shooting days:** _____

Principal Photography Completion Date: _____ **Rehearsal Date:** _____

Medium (film, digital, video): _____ **Projected edited length (mins):** _____

Who owns the Film? _____ **Do you have a distribution agreement?** _____

Who wrote the screenplay? _____ **Is there a security interest on the film?** _____

Who is the Casting Director? _____ **Casting Director Phone Number:** _____

Casting Director Address: _____

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

If more than one location, list dates for each location: _____

Total number of speaking roles: _____ **SAG-AFTRA:** _____ **Non-SAGAFTRA:** _____

Total budget: \$ _____

Film Financed by: _____

Payroll House: _____ **Contact:** _____ **Phone:** _____

Additional information:

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

Minors: **Animals:** **Singers:** **Stunts:** **Nudity:**

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 Driver's License (or corporate formation paperwork if signing as a business) *at least 3 weeks before the start of principal photography or before producer intends to travel performers (whichever is earlier).*

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.

PLEASE RETURN by fax to the appropriate number listed below at least 3 weeks before travel of SAG-AFTRA member or start of principal photography. 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.

For Films shooting in:

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

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

Email to Los Angeles office – Theatrical Contracts – signyourpicture@sagaftra.org

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

For Films shooting in:

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

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 Films shooting 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 shooting 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:

<u>LOCAL</u>	<u>LOCAL</u>
<u>Arizona-Utah</u> <i>Contact:</i> Fatna Sallak-Williams Tel: (323) 549-6828 Fax: (323) 549-6886 signyourpicture@sagaftra.org	<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> <i>Contact:</i> Marisa Leal Tel: (323) 549-6828 Fax: (323) 549-6886 signyourpicture@sagaftra.org
<u>Chicago</u> Tel: (312) 573-8081 Fax: (312) 573-0318 / (800) 599-1675	<u>New Orleans</u> <i>Contact:</i> Doriza Sojo Tel: (305) 663-7081 Fax: (305) 670-1813 / (800) 844-5439
<u>Colorado</u> <i>Contact:</i> Marisa Leal Tel: (323) 549-6039 Fax: (323) 549-6886 signyourpicture@sagaftra.org	<u>New York</u> 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> <i>Contact:</i> Trish Avery Tel: (214) 363-8300 Fax: (214)363-5386	<u>Portland</u> <i>Contact:</i> 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> <i>Contact:</i> Fatna Sallak-Williams Tel: (323) 549-6054 Fax: (323) 549-6886 signyourpicture@sagaftra.org
<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> <i>Contact:</i> 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> <i>Contact:</i> 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> <i>Contact:</i> Fatna Sallak-Williams Tel: (323) 549-6054 Fax: (323) 549-6886 signyourpicture@sagaftra.org	