



**SCREEN ACTORS GUILD  
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):** \_\_\_\_\_ **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 [signyourfilm@sag.org](mailto:signyourfilm@sag.org) Screen Actors Guild 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 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 Screen Actors Guild 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 Screen Actors Guild 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 Screen Actors Guild 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 Branch 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**

**Your are hereby reminded that it is the obligation of the Screen Actors Guild 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 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.*

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

<b>BRANCH</b>	<b>STATES COVERED</b>	<b>BRANCH</b>	<b>STATES COVERED</b>
<b>ARIZONA</b> Tel: (480) 264-7696 Don.livesay@sag.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@sag.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