

**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:

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

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

<b>Start Date:</b> _____	<b>Completion Date:</b> _____	<b>Medium</b> (film, digital): _____	
<b>Is it live action or animated?</b> _____	<b>Number of shooting days:</b> _____	<b>Projected Edited Length:</b> _____	
<b>Do you have a distribution Agreement?</b> _____	<b>Who owns the project?</b> _____		
<b>Where are you shooting</b> (city/state, etc.) _____	<b>Professional, (i.e. SAG):</b> _____	<b>Non- Professional:</b> _____	
<b>Total number of speaking roles:</b> _____			

**Financial Information:**

Project Financed by: \_\_\_\_\_  
 Cash expenditures \_\_\_\_\_  
 Equipment \_\_\_\_\_  
 Film and processing  
 (Including digital media): \_\_\_\_\_  
 Post production: \_\_\_\_\_  
**Total budget:** \_\_\_\_\_

**Additional information:**

Are you a student in 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) to the 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.***

**\* *If you live outside the Los Angeles area***  
 please return by fax to the appropriate number listed below.

Please be advised that films produced under the SAG Student & Short Film Agreements are mainly intended for non-paying environments such as film festivals, director's reels, visual resumes and similar venues that allows the filmmaker to display his work and talents. However, if your **primary intention** is immediate theatrical distribution and/or sale of your project you are not eligible to use the SAG Student Film Agreement or Short Film Agreement.

**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.**

Further information on all the Screen Actors Guild Low-Budget Agreements is available on this website. If you live in the vicinity of the Los Angeles or New York SAG offices for questions on these agreements, we recommend that you attend a Screen Actors Guild Independent filmmaker's Signatory workshop. For a reservation for the workshop 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 \*Branch SAG offices listed below, please call the telephone number listed.

*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.*

<b>* BRANCH</b>	<b>STATES COVERED</b>
ARIZONA Tel: (800) 724-0767 or (323) 549-6828 Fax: (323) 549-6886	Arizona Idaho Utah
BOSTON Tel: (617) 262-8001 Fax: (800) 737-6105	Maine Massachusetts New Hampshire Rhode Island Vermont
CHICAGO Tel: (312) 573-8081 Fax: (312) 573-0318	Illinois Indiana Iowa Minnesota Missouri North Dakota Ohio South Dakota Wisconsin
COLORADO Tel: (800) 724-0767 or (323) 549-6828 Fax: (323) 549-6886	Colorado Kansas Nebraska Wyoming
DALLAS Tel: (972) 361-8185 Fax: (972) 361-8186	Arkansas Northern Texas (as designated by zip code) Oklahoma
DETROIT Tel: (248) 351-2678 Fax: (248) 351-2679	Michigan
FLORIDA Tel: (305) 670-7677 Fax: (800) 844-5439	Alabama Florida Louisiana Mississippi North Carolina

ORLANDO Tel: (407) 788-3020 Fax: (407) 788-3080	Puerto Rico South Carolina
GEORGIA Tel: (404) 239-0131 Fax: (404) 239-0137	Georgia
HAWAII Tel: (800)724-0767 or (323) 549-6828 Fax: (323)549-6886	Hawaii
HOLLYWOOD See above	Greater Los Angeles (as designated by zip code)
HOUSTON Tel: (800) 724-0767 Fax: (800) 311-3216	Southern Texas (as designated by zip code)
NASHVILLE Tel: (305) 670-7677 Fax: (800) 844-5439	Kentucky Tennessee
NEW YORK See above	Connecticut New York North New Jersey (as designated by zip code)
NEVADA Tel: (800) 724-0767 or (323) 549-6828 Fax: (323) 549-6886	Nevada
NEW MEXICO Same as the Colorado office	New Mexico
PHILADELPHIA Same as New York office (see above)	Delaware Pennsylvania Southern New Jersey (as designated by zip code)
PORTLAND Same as Seattle (see below)	Oregon
SAN DIEGO Tel: (800) 724-0767 or (323) 549-6828 Fax: (323) 549-6886	Southern California (as designated by zip code)
SAN FRANCISCO Tel: (415) 391-7510 Fax: (415) 391-1108	San Francisco: Northern California (as designated by zip code)
SEATTLE Tel: (800)724-0767 or (323) 549-6828 Fax: (323)549-6886	Alaska Montana Washington
UTAH Same as the Arizona office	Idaho Utah
WASHINGTON DC Tel: (301) 657-2560 Fax: (800) 253-9730	Maryland Virginia Washington DC West Virginia