

PROJECT INFORMATION FORM - THEATRICAL

This Project Information Form (PIF) should be filled out by an existing Directors Guild of America signatory company for each new theatrical film, low budget film or documentary film project or by a company requesting DGA signatory status. Please note that more detailed information may be required pending review by the Guild. Submission of this form does not constitute signatory acceptance. Please print clearly:

Signatory Company: _____

Company Contact: _____ **Phone:** _____ **E-Mail:** _____

Project Title: _____

Copyright Holder: _____ **Contact:** _____ **Phone:** _____

Screenwriter/s: _____

Type: Feature Freelance Short Documentary Other: _____ **Low Budget Agreement:** Yes No

Budget: (U.S.) \$ _____ **Produced on:** Film Digital Other (specify): _____

Length (in minutes): _____ **Location/s:** _____

Start Dates: Pre-Production: _____ **Principal Photography:** _____ **Wrap:** _____

EMPLOYEE INFORMATION (Name all, print clearly):

Print Full Name:	Position
	Director
	UPM
	1 st Assistant Director
	Key 2 nd Assistant Director
	2 nd Second Assistant Dir.
	Add'l Second 2 nd Asst. Dir.
	Assoc. Dir./Tech. Coord.
	Associate Director (line cut)

CONTACTS:

Employment Contact (name): _____ Phone: _____

Residuals Contact (name): _____ Phone: _____

<p>Other Affiliations (check all that apply):</p> <p><input type="checkbox"/> SAG <input type="checkbox"/> WGA <input type="checkbox"/> DGC <input type="checkbox"/> AFTRA <input type="checkbox"/> IATSE <input type="checkbox"/> NABET <input type="checkbox"/> AFM <input type="checkbox"/> ACTRA <input type="checkbox"/> Other: _____</p>
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SECURITIES INFORMATION:

Source of Primary Financing (required): _____

Contact: _____ Phone: _____

Completion Bond Company: _____

Contact: _____ Phone: _____

Payroll Company: _____

Contact: _____ Phone: _____

Revolving Line of Credit?: Yes No **Bank:** _____

Contact: _____ Phone: _____

List all companies and individuals holding a security interest (attach a separate sheet if necessary):

Company: _____ Contact: _____

Company: _____ Contact: _____

DISTRIBUTION INFORMATION:

Foreign:

Domestic:

Distributor/s: _____ Distributor/s: _____

This Project Information Form must be signed by an authorized OFFICER, OWNER, or PARTNER of the Company:

Signature: _____ Title (print): _____

Print Name: _____ Phone: _____ Date: _____



Directors Guild of America
 7920 Sunset Blvd.
 Los Angeles CA 90046
 (310) 289-2000 (310)289-5393-FAX

**LOW BUDGET AGREEMENT
 DIRECTOR DEAL MEMORANDUM**

Deal Memos must be submitted no later than commencement of services pursuant to Basic Agreement Article 4 -108.

This confirms our agreement to employ you to direct the project described as follows:

DIRECTOR INFORMATION

Name: _____ SSN#: _____

Loanout: _____ FID.#: _____

Address: _____ Tel.#: _____

Salary (U.S. dollars): \$ _____ per Film per Week per Day

Additional Time: \$ _____ per Week per Day

Start Date (on or about): _____ Guaranteed Period: _____ Days Weeks

If this is the employee's first DGA-covered employment, check here (optional): Yes

If the Director's compensation will be \$200,000 or more, is it contemplated that the Director's services on the project will span two (2) calendar years (i.e. commence in one calendar year and finish in a subsequent calendar year) between commencement of preparation and delivery of answer print? Yes No

PROJECT INFORMATION

Film Title: _____

Budget (U.S. dollar amount): \$ _____

Check (if applicable): Second Unit Director Replacement Director
 Trailer, Talent Test or Promo Additional Photography

INDIVIDUAL having final cutting authority over the film is: _____

Other Conditions (include credit above minimum): _____

POST PRODUCTION INFORMATION

All dates must be provided upon commencement of Principal Photography. Revisions should be submitted as soon as practicable.

Director's Cut Start Date: _____ Director's Cut Finish Date: _____

Special Photography & Processes Date (if any): _____ Delivery of Answer Print Date: _____

Theatrical Release Date: _____ Post-Production Location: _____

This employment is subject to the provisions of the Directors Guild of America Basic Agreement of 2002.

Accepted and Agreed: _____ Signatory Co. (print): _____

Employee: _____ By: _____

Date: _____ Date: _____



Directors Guild of America
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**LOW BUDGET AGREEMENT
 UNIT PRODUCTION MANAGER AND ASSISTANT DIRECTOR
 DEAL MEMORANDUM**

Deal Memos must be submitted no later than commencement of services, pursuant to Basic Agreement Article 13-107.

This confirms our agreement to employ you on the project described as follows:

AD/UPM INFORMATION

Name: _____ SSN#: _____
 Loanout: _____ FID.#: _____
 Address: _____ Tel.#: _____

Category: Unit Production Manager 2nd Second Assistant Director
 First Assistant Director Additional Second Assistant Director
 Key Second Assistant Director Technical Coordinator / Other

Photography (check all that apply): Principal Second Unit Re-Shoots Add'l Photography

Salary (U.S. dollars): \$ _____ (Studio) \$ _____ (Location) per Week per Day

Production Fee (U.S. dollars): \$ _____ (Studio) \$ _____ (Location)

Start Date (on or about): _____ Guaranteed Period: _____ Days Weeks

PROJECT INFORMATION

Film Title: _____

Budget (U.S. dollar amount): \$ _____

Other conditions (credit, suspension, per diem, deferred compensation, etc.): _____

Location: Studio Distant Location: _____ Both: _____

This employment is subject to the provisions of the Directors Guild of America Basic Agreement of 2002.

Accepted and Agreed: _____ Signatory Co (print): _____

Employee: _____ By: _____

Date: _____ Date: _____

DIRECTORS GUILD OF AMERICA, INC.
REPORTS COMPLIANCE

The following reports must be submitted to Directors Guild of America as indicated. Please send all deal memos and reports to:

Directors Guild of America
Attn: Reports Compliance Dept.
7920 Sunset Blvd.
Los Angeles CA 90046
Phone: 310-289-2000 / Fax: 310-289-5393

1. **DEAL MEMORANDA**, pursuant to Paragraphs 4-108 and 13-107 of the DGA Basic Agreement (“BA”) and Article 14 of the Freelance Live & Tape Agreement (“FLTTA”), must be provided to the Guild for all individuals employed in DGA-covered categories and are due prior to the commencement of employment. Deal memos must be signed by an authorized representative of the signatory company.

2. **EMPLOYER QUARTERLY GROSS EARNINGS REPORT**, pursuant to BA 1-501 and FLTTA Article 5, is due within 15 days after the close of each calendar quarter. The Employer Quarterly Gross Earnings Report must list all individuals employed in DGA-covered categories, along with their Social Security numbers, projects and total gross earnings for the quarter. Only one signatory company may be covered on each report, however, more than one project by that single signatory company may be included.

Gross earnings include, but are not limited to:

- | | | |
|--|---|--|
| <input type="checkbox"/> salary (prep, shoot & post) | <input type="checkbox"/> production fee | <input type="checkbox"/> completion of assignment |
| <input type="checkbox"/> extended workday/overtime | <input type="checkbox"/> turnaround pay | <input type="checkbox"/> holiday pay (worked & unworked) |
| <input type="checkbox"/> vacation pay | <input type="checkbox"/> series sales bonus | <input type="checkbox"/> capricious discharge pay |

Gross earnings shall not include residuals payments of any kind, per diem (including incidentals), travel allowance, profit participation, gross participation and reimbursements which are not compensation for services rendered under the BA or FLTTA.

3. **EMPLOYMENT DATA REPORT** (“EDR”) is due within 30 days after the close of each calendar quarter. Pursuant to Article 15 of the BA and Article 19 of the FLTTA, employers are required to submit a report of the sex and ethnicity of persons they employ. DGA Trainees should not be included on the EDR. Only one signatory company and one project may be listed on each EDR. (See accompanying form and instruction sheet for detailed requirements.)

4. **WEEKLY WORK LIST** must be submitted showing all persons employed in DGA-covered categories during the prior week, including their job categories, names of the projects on which they were employed, and dates of employment. DGA Trainees should not be included on the Weekly Work List. Only one signatory company and one project may be listed on each Weekly Work List.

Deal memos and other Reports Compliance forms can be found on the DGA website at www.dga.org (at the bottom of the homepage click "Contracts," and then select "DGA Forms") or by calling the DGA Signatories/Reports Compliance Dept. at 310.289.5362.

or click here if you are online

Instructions for DGA Employment Data Report

Pursuant to Article 15 of the DGA Basic Agreement and Article 19 of the DGA Freelance Live & Tape Television Agreement, Employers are required to submit a report of the sex and ethnicity of persons they employ.

This report should be submitted quarterly on a per-production basis, not on a per-episode basis. When completing the Employment Data Report, statistics should be provided in the manner and form outlined as follows:

1. Indicate the number of people employed in the appropriate box for groups as listed below:

Caucasian	Asian
African American	American Indian
Latino	Unknown

2. Indicate the total number of days worked or guaranteed in that quarter. Total days should include travel days, prep days, production days and post-production days. When the same member is employed on multiple episodes in a series, the employee should only be counted once in the "number of employees," but all the employee's cumulative days worked should be included in the total number of days worked or guaranteed. For example:

DIRECTOR:	Number of first time directors: 1					
	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE	1/56					
FEMALE		2/25				

The above example shows that one male Caucasian director was employed during the quarter for a total of 56 days worked or guaranteed. The example also reports that there were two female African American directors employed for a cumulative total of 25 days worked or guaranteed. It also indicates that one of these three directors is a first time director.



Directors Guild of America
7920 Sunset Blvd
Los Angeles CA 90046
310-289-2000 / Fax: 310-289-5393

DGA Employment Data Report

PRINT OR TYPE:

Date:	Prepared By:
Quarter/Year Covered:	Phone #:
Signatory Company:	
Project Title:	

DIRECTOR:

Number of first time directors: _____

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

UNIT PRODUCTION MANAGER:

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

1st ASSISTANT DIRECTOR:

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

2nd ASSISTANT DIRECTOR (include all 2nd ADs):

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

ASSOCIATE DIRECTOR/TECHNICAL COORDINATOR:

Primetime Multi-Camera Dramatic Programs

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

ASSOCIATE DIRECTOR:

Live & Tape Television

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

STAGE MANAGER:

Live & Tape Television

	Caucasian	African-Amer.	Latino	Asian	Amer. Indian	Unknown
MALE						
FEMALE						

**Directors Guild of America
Employer Quarterly Gross Earnings Report**

FROM:

QUARTER: _____

Signatory Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name	SS#	Category	Project	Earnings
Prepared By: _____				
Phone #: _____				

RETURN TO:

**Directors Guild of America
Attn: Signatories/Reports Compliance
7920 Sunset Blvd.
Los Angeles CA 900446**

Phone: 310-289-2000
Fax: 310-289-5393

**Directors Guild of America
WEEKLY WORK LIST**

FROM:

Signatory Company: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Week Ending: _____, 20____

Name	SS#	Category	Project
Prepared By:			
Phone #:			

RETURN TO:

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Los Angeles CA 90046**

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