

## 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 <sup>st</sup> Assistant Director
	Key 2 <sup>nd</sup> Assistant Director
	2 <sup>nd</sup> Second Assistant Dir.
	Add'l Second 2 <sup>nd</sup> Asst. Dir.
	Assoc. Dir./Tech. Coord.
	Associate Director (line cut)

**CONTACTS:**

Employment Contact (name): \_\_\_\_\_ Phone: \_\_\_\_\_

Residuals Contact (name): \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Other Affiliations**  
(check all that apply):

SAG

WGA

DGC

AFTRA

IATSE

NABET

AFM

ACTRA

Other: \_\_\_\_\_

**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

**DIRECTOR DEAL MEMORANDUM - THEATRICAL**

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.): \$ \_\_\_\_\_  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**

Project Title: \_\_\_\_\_

Project ID #: \_\_\_\_\_

Check (if applicable):  Second Unit Director  Freelance Shorts & Documentaries

**INDIVIDUAL** having final cutting authority over the film is: \_\_\_\_\_

Other Conditions (include credit above minimum): \_\_\_\_\_

You hereby authorize your Employer, \_\_\_\_\_, to deduct from the salary payable to you the amount specified in the Directors Guild of America Basic Agreement as the employee's contribution to the Directors Guild of America - Producer Pension Plan. The Employer will pay the amount so deducted directly to the Pension Plan on your behalf.

THE UNDERSIGNED RESERVES THE RIGHT TO DISCHARGE THE EMPLOYEE AT ANY TIME SUBJECT ONLY TO THE OBLIGATION TO PAY THE BALANCE OF ANY COMPENSATION DUE, TO THE EXTENT REQUIRED BY THE DGA BASIC AGREEMENT, TO WHICH THIS EMPLOYMENT IS SUBJECT.

Accepted and Agreed: \_\_\_\_\_

Signatory Co. (print): \_\_\_\_\_

Employee: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Theatrical and Television Film Director Post-Production Information

Pursuant to Sections 4-108 and 7-506 of the Directors Guild of America Basic Agreement, the Employer is required to furnish the Guild with post-production information upon commencement of principal photography of a theatrical motion picture or a television motion picture 90 minutes or longer, to the extent that such information is then known to the Employer.

The Employer shall notify the Director and the Guild as soon as practicable in the event of a change in the post-production schedule.

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

**Project Title:** \_\_\_\_\_

**Director's Cut Start Date:** \_\_\_\_\_ **Director's Cut Finish Date:** \_\_\_\_\_

**Post-Production Location:** \_\_\_\_\_

**Dates of Special Photography & Processes** (if any): \_\_\_\_\_

**Delivery of Answer Print Date:** \_\_\_\_\_

**Theatrical Release Date:** \_\_\_\_\_ **Television Broadcast Date:** \_\_\_\_\_

**Company Representative** (signature): \_\_\_\_\_

**Representative Name** (please print): \_\_\_\_\_

**Name of Company** (please print): \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

Please return to: **Directors Guild of America**  
**ATTN: Reports Compliance Dept.**  
**7920 Sunset Blvd.**  
**Los Angeles CA 90046**  
**FAX: 310.289.5393**

For your convenience: DGA forms and deal memos may be obtained by logging on to  
[www.dga.org](http://www.dga.org) (select "Contracts" then "DGA Forms.")

**or click here if you are online**



Directors Guild of America  
 7920 Sunset Blvd.  
 Los Angeles CA 90046  
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**UNIT PRODUCTION MANAGER, ASSISTANT DIRECTOR,  
 ASSOCIATE DIRECTOR DEAL MEMORANDUM -  
 WEEK-to-WEEK or DAILY EMPLOYMENT**  
 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
  - First Assistant Director
  - Key Second Assistant Director
  - 2nd Second Assistant Director
  - Additional Second Assistant Director
  - Associate Director/Technical Coordinator (no line cut)
  - Associate Director (line cut)

Salary (U.S.): Studio: \$ \_\_\_\_\_ Location: \$ \_\_\_\_\_ per  Week  3 Days  Day and shall be prorated thereafter.

Start Date (on or about): \_\_\_\_\_ Guaranteed Period:  One Day  3 Days  Week

**PROJECT INFORMATION**

Series or Project Title: \_\_\_\_\_

Episode or Segment Title: \_\_\_\_\_ Number: \_\_\_\_\_

Type of Production:  Feature  Multi-Camera Prime Time Dramatic  Other Television

If this is a multi-camera prime time dramatic series, were any episodes produced prior to February 10, 2002?:  Yes  No

Budget for Basic Cable Dramatic Programming (check one):

- |                 |  |  |  |
|-----------------|--|--|--|
| 30 minutes:     | <input type="checkbox"/> < \$443,487   | <input type="checkbox"/> ≥ \$443,487 and ≤ \$665,231     | <input type="checkbox"/> > \$665,231   |
| 31-60 minutes:  | <input type="checkbox"/> < \$831,539   | <input type="checkbox"/> ≥ \$831,539 and ≤ \$1,219,590   | <input type="checkbox"/> > \$1,219,590 |
| 61-120 minutes: | <input type="checkbox"/> < \$2,217,436 | <input type="checkbox"/> ≥ \$2,217,436 and ≤ \$3,880,513 | <input type="checkbox"/> > \$3,880,513 |

Location:  Studio  Distant Location: \_\_\_\_\_  Both: \_\_\_\_\_

Other Conditions: \_\_\_\_\_

**This employment is subject to the provisions of the Directors Guild of America, Inc., Basic Agreement.**

Accepted and Agreed: \_\_\_\_\_ Signatory Co: \_\_\_\_\_

Employee: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



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 7920 Sunset Blvd.  
 Los Angeles CA 90046  
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**UNIT PRODUCTION MANAGER AND ASSISTANT DIRECTOR,  
 ASSOCIATE DIRECTOR DEAL MEMORANDUM -  
 TERM EMPLOYMENT**

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  Additional Second Assistant Director  
 First Assistant Director  Associate Director/Technical Coordinator (no line cut)  
 Key Second Assistant Director  Associate Director (line cut)  
 2nd Second Assistant Director

Start Date (on or about): \_\_\_\_\_ Guaranteed Period: \_\_\_\_\_ Weeks

Salary (U.S.): \$ \_\_\_\_\_ and shall be prorated thereafter at the rate of \$ \_\_\_\_\_  per Week  per 3 Days  per Day

**PROJECT INFORMATION**

Series or Project Title: \_\_\_\_\_

Episode or Segment Title: \_\_\_\_\_ Number: \_\_\_\_\_

Type of Production:  Feature  Multi-Camera Prime Time Dramatic  Other Television

If this is a multi-camera prime time dramatic series, were any episodes produced prior to February 10, 2002?:  Yes  No

Budget for Basic Cable Dramatic Programming (check one):

- |                 |  |  |  |
|-----------------|--|--|--|
| 30 minutes:     | <input type="checkbox"/> < \$443,487   | <input type="checkbox"/> ≥ \$443,487 and ≤ \$665,231     | <input type="checkbox"/> > \$665,231   |
| 31-60 minutes:  | <input type="checkbox"/> < \$831,539   | <input type="checkbox"/> ≥ \$831,539 and ≤ \$1,219,590   | <input type="checkbox"/> > \$1,219,590 |
| 61-120 minutes: | <input type="checkbox"/> < \$2,217,436 | <input type="checkbox"/> ≥ \$2,217,436 and ≤ \$3,880,513 | <input type="checkbox"/> > \$3,880,513 |

Location:  Studio  Distant Location: \_\_\_\_\_  Both: \_\_\_\_\_

Other Conditions: \_\_\_\_\_

This employment agreement shall be subject to termination in the event of any incapacity or default of the Employee or in the case of any suspension or postponement of production by reason of strikes, acts of God, governmental action, regulations, or decrees, or for any other customary "force majeure" reason.

**This employment is subject to the provisions of the Directors Guild of America, Inc., Basic Agreement.**

Accepted and Agreed: \_\_\_\_\_ Signatory Co: \_\_\_\_\_

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](http://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:

<b>Caucasian</b>	<b>Asian</b>
<b>African American</b>	<b>American Indian</b>
<b>Latino</b>	<b>Unknown</b>

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:

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

*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						

### 1<sup>st</sup> ASSISTANT DIRECTOR:

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

### 2<sup>nd</sup> ASSISTANT DIRECTOR (include all 2<sup>nd</sup> 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:**

**Directors Guild of America  
Attn: Signatories/Reports Compliance  
7920 Sunset Blvd.  
Los Angeles CA 90046**

Phone: 310-289-5362  
Fax: 310-289-5393