

SAG-AFTRA Commercial Talent Paperwork Checklist

62 items between "we want union talent" and the final residual check. Miss one and you risk claims, penalties or a spot pulled off air.

Signatory and project setup

- ☐ Confirm a SAG-AFTRA Commercials Contract signatory is attached before auditions or casting
- ☐ If becoming a signatory: Preliminary Information Form, credit check, corporate resolution, signatory information sheet, Letter of Adherence
- ☐ If using a third-party signatory: confirm it performs the required employer functions (hiring, contracts, on-set representative, payments)
- ☐ Confirm which contract applies (Commercials, Audio Commercials, Corporate/Educational, Interactive)
- ☐ Treat influencer brand content and ads placed inside video games as covered work, with pension and health contributions due
- ☐ Register the commercial and obtain Ad-ID codes
- ☐ Check AFM, ACTRA or other unions if musicians or Canadian talent are involved

Casting and auditions

- ☐ Make the Exhibit E audition sign-in sheet available and return it within 15 business days of the audition
- ☐ Track audition overtime and callback payments
- ☐ Review script and storyboards for correct performer categories (principal, group, extra, voiceover)
- ☐ Draft casting specs and obtain client approval
- ☐ Document any overscale, usage guarantee and exclusivity terms on the talent contracts
- ☐ Confirm self-tape and audition submissions cost performers nothing, with a free submission route available
- ☐ Disclose stunts, hazards, nudity or scantily clad wardrobe, and any waivers in every audition notice
- ☐ Virtual auditions: use the electronic Exhibit E sign-in and watch sign-out times (a late sign-out triggers overtime)
- ☐ Offer every performer a written way to request disability accommodations
- ☐ End all auditions for minors by 8pm

Hiring and clearance

- ☐ Cast clearance with SAG-AFTRA (Station 12) for every performer
- ☐ Taft-Hartley reports for any non-member principals
- ☐ Exhibit 1 principal contracts and Exhibit 2 extra contracts completed with use type and rates
- ☐ Form W-4 and state withholding forms
- ☐ Form I-9 employment eligibility verification
- ☐ Loan-out documentation and W-9 if paying a loan-out corporation
- ☐ Releases, likeness and digital-replica consents where applicable
- ☐ Use only the NDA on the back of the Exhibit 1 contract; any additional NDA must be reviewed by SAG-AFTRA
- ☐ Deliver each performer's full contract and every rider at least 24 hours before their call time

Minors

- ☐ State entertainment work permit for each minor (rules vary by state)
- ☐ Studio teacher or welfare worker where required
- ☐ Hours limits and schooling rules for the shoot state
- ☐ Coogan or blocked trust account details where required (for example California)
- ☐ Parent or guardian present and contract signed by guardian
- ☐ Background check completed for every studio teacher
- ☐ School form, doctor's form, trust form and emergency contact form on file for every minor
- ☐ Set at least 15% of each minor's gross earnings aside for the blocked (Coogan) trust
- ☐ Schedule within minor hour limits: 6 hours max under age 6, 8 hours age 6+; no start before 6am on location or 7am otherwise; wrap by 7pm under 6, or 8pm school nights / 10pm non-school nights for 6+
- ☐ Minors working 3+ days: 3 hours of schooling per school day, in segments of at least 20 minutes
- ☐ Parent or guardian within sight and sound of the minor at all times
- ☐ Assign a dedicated coordinator for minor paperwork

Shoot day

- ☐ Union representative or signatory employee on set where required
- ☐ Accurate time records (Exhibit 1 times in and out, meal breaks)
- ☐ Meal periods and meal penalties tracked
- ☐ Overtime, weather-permitted, night and weekend premiums

- ☐ Wardrobe fittings, wardrobe allowances and reimbursements
- ☐ Travel time, per diem, flight class and lodging per contract rules
- ☐ Safety, rest periods and set conditions
- ☐ Exhibit E style sign-in for extras and groups

Payroll and contributions

- ☐ Pay session fees within the contract deadline (SAG-AFTRA lists 15 business days of the session)
- ☐ Calculate and remit pension and health contributions to the SAG-Producers Pension Plan
- ☐ Withhold and remit federal, state and local payroll taxes
- ☐ Workers compensation and unemployment insurance coverage
- ☐ Agent commissions or scale-plus-10 handling
- ☐ Late payment penalties if deadlines are missed

Use, residuals and renewals

- ☐ Log first air date and every media type and market
- ☐ Map every digital buy to its tier (streaming, paid digital such as YouTube pre-roll, traditional digital) and term (4-week, 13-week or 1-year)
- ☐ Track 13-week fixed cycles and holding fees
- ☐ Count Class A uses per cycle and pay per-use residuals
- ☐ Pay wild spot, cable, streaming and digital use fees each cycle
- ☐ Track the maximum period of use and request consent before renewals
- ☐ Send renewal, reinstatement or release notices on time
- ☐ Handle foreign use, dubbing, edits and new versions (unpermitted edits trigger new sessions)
- ☐ Track exclusivity and conflict periods
- ☐ Archive contracts and payment records for audits and claims

General information based on SAG-AFTRA's published production steps ([SAG-AFTRA Commercials: Getting Started](#), [Contracts Toolkit](#)). Requirements vary by contract, state and project; this is not legal advice.

Or let Coordinet handle all of this: sagaftrasignatory.com/contact/