Fox Square & Sunwater Productions, LLC. Union Guidelines SAG & DGA

- Lending agreement is automatically triggered with PSA requests.
- This is signed by Producer, FES and facilitated by the Manager of Physical Production.
- Production Executive, Manager, and Production Finance should be copied on all union correspondence.

SAG-AFTRA

Contact:

- Joyce Grant is the designated SAG rep for Sunwater Productions and Fox Square. Her email is joyce.grant@sagaftra.org. She doesn't currently provide a direct phone number.

Application Process:

- To have the producer be a SAG signatory, fill out an application as Sunwater Productions, LLC. at this link: https://sagaftra.jotform.com/team/sag-aftra/signatory-application
- If the producer doesn't hear back from SAG a week after submitting the application, you can email Joyce asking about the project's status.
- The online application will ask the producer to upload "company formation" documents and won't let them move forward without this. The producer can simply upload the "Sunwater SAG Notice" PDF that says "Please note that all company formation documents for Sunwater Productions, LLC. are kept on file by SAG-AFTRA". This file is provided in the producer onboarding folder.
- There's also a section in the SAG application that requires Sunwater's Federal ID number. The producer can just type in "SAG-AFTRA has on file" to bypass this section.
- The application will require a Chain of Title, so be sure to request that from FES business affairs.
- Once the application is submitted and Joyce reviews it, the project should be cleared quickly.
- There should be no security deposits moving forward. If SAG requests one, please bring this up to business affairs and the prod squad immediately. There should also be nothing for FES to sign, everything SAG needs should be obtainable internally at FES.

Required paperwork:

- For all SAG projects, FES would like to do a Distributor's Assumption Agreement (DAA) with take responsibility for the residuals due. Upon being cleared by SAG, please email Joyce requesting a DAA for the project and then send it to your MVE business affairs rep to get signed.
- Joyce will likely request is a Guaranty for FES to sign. Send this to your business affairs rep to get signed, and then send it back to the producer to send to Joyce.
- Producer will sign deal memos and any long forms on behalf of themselves as agreed by SAG.

DGA

Contact:

- Lorna Badeo is the designated DGA rep for Fox Square. Her email is lbadeo@dga.org. Currently she provides no phone number. Anna Grimm assists Lorna and will often be involved in correspondences, her email is agrimm@dga.org.

Application Process:

- To have your production become a DGA signatory, email Lorna and Anna notifying them that a Fox Square project is coming up and CC your production executive. Lorna/Anna should provide three documents only that need to be filled out, which are:

    1. Project Info Sheet
    2. IIPP Confirmation Letter (injury/health related), and
    3. Covid Questionnaire

- No Chain of Title, Budget, or Financial Assurances should be required by the DGA.

Required Paperwork:

- As with SAG, FES would like to do a Distributor's Assumption Agreement (DAA) with the DGA to take responsibility for the residuals due. Upon being cleared by the DGA, please email Lorna requesting a DAA for the project and then send it to your business affairs rep to get signed.
- The DGA will likely request a Guaranty. If they send this, it's fine to send this to BA to execute. Deal memos need to be signed by FES as requested by DGA. Long forms can be signed by producer on behalf of producer.