NYU is a signatory of SAG-AFTRA, a special arrangement that provides the opportunity and privilege of casting union actors in student films. In this agreement (which includes Actor’s Equity), the actors’ salaries are deferred (not waived), until films receive commercial distribution.

SAG-AFTRA applications procedures are modified for Freshmen and Sophomores to meet the fast pace of their classes. Normally, a SAG-AFTRA account must be opened for each project. However, students in Frame & Sequence, Sound Image, Sight & Sound Filmmaking, and Sight & Sound Studio may open a single account for the duration of the semester, as long as the projects will only be screened in the classroom*.

To work with union performers:

1. OPEN A SAG-AFTRA ACCOUNT: Submit paperwork 1 week in advance of working with union actors. ACCOUNTS CANNOT BE OPENED RETROACTIVELY.
   - Email the signed Student Film Agreement, Script, and SAG-AFTRA Submission Template to thomas.gall@sagaaftra.org. The SAG-AFTRA Submission Template combines the required Pre-Production Documents (Budget, Cast List, Driver’s License, Letter of Intent) into 1 form.
   
   Download Student Agreement and SAG-AFTRA Submission Template here: https://wikis.nyu.edu/display/tsoaftv/SAG-AFTRA

2. COMPLETE PRODUCTION & POST-PRODUCTION DOCUMENTS: After your account is open, print out and complete the following forms, which can be downloaded from our SAG-AFTRA Wiki: https://wikis.nyu.edu/display/tsoaftv/SAG-AFTRA
   a. Day Performer Employment Contract - must be completed and signed by actor upon arrival to set.
   b. Production Time Report (Exhibit G) – must be signed by the actor before dismissal.
   c. Final Cast List
   d. Final Budget (download template here: https://wikis.nyu.edu/display/tsoaftv/Budgets)

3. CLOSE YOUR ACCOUNT: At the end of the semester, email all Production and Post-Production Documents from Step 2 to thomas.gall@sagaaftra.org, and request to close your account.
   
   If you opened an account for the semester, but did NOT cast any union actors, you must write an email to SAG-AFTRA confirming this, and send it to thomas.gall@sagaaftra.org.

   **IMPORTANT NOTE:** Accounts MUST be closed or you will not be permitted to work with union actors again, in school or even after graduation.

**POSTING PROJECTS ONLINE & SUBMITTING TO FESTIVALS**

The Freshmen & Sophomore single account process is for projects that will remain in the classroom. Before posting online or submitting to festivals, you must notify SAG-AFTRA by emailing thomas.gall@sagaaftra.org. Please review our SAG-AFTRA Wiki for further instructions: https://wikis.nyu.edu/display/tsoaftv/SAG-AFTRA

**NON-UNION ACTORS:** If non-union actors are cast, it is highly recommended that you have your actors sign the NYU Film/Photo Release: https://wikis.nyu.edu/display/tsoaftv/Non-SAG+Actor+Release

For any questions or help with your SAG-AFTRA account, please visit the 9th Floor Production Office.