

# 2011 Corporate/Educational/Non-Broadcast Rules and Rates

*Spotlight's Handy Reference to Rates and Rules for SAG  
and AFTRA Corporate/Educational/Non-Broadcast  
Program Productions*



May 1, 2011 – Oct. 31, 2012

**EXTREME REACH**™

Spotlight is now part of Extreme Reach.

spotlight

## *A Few Words About Spotlight*



**S**potlight provides Talent Payment services to Advertising Agencies, Corporate Communications companies and Producers throughout the US, Canada and Europe. Our staff has a thorough knowledge of SAG, AFTRA and AFM collective bargaining agreements.



Spotlight also acts as the Employer of Record for state and federal tax purposes, handling all taxes, new hire reporting and unemployment claims, as well as maintaining Workers Comp and General Liability coverage.



We offer our clients an exceptional staff of experienced professionals, leveraged with innovative technology.

Using union performers provides Producers with a deep, professional talent pool. Working with Spotlight can make the business of working with union performers simple.

### **Eight Simple Steps – a handy checklist**

- ✓ 1. Register with Spotlight.
- ✓ 2. Hire all Performers from one union.
- ✓ 3. Clear Performers several days before the production starts.
- ✓ 4. Bring completed union contracts to the production.
- ✓ 5. Have all Performers sign union contracts at the production.
- ✓ 6. Collect complete, *legible* W-4's from all Performers.
- ✓ 7. Deliver contracts to Spotlight within 3 business days.
- ✓ 8. Pay Spotlight's invoice by the union due date.

# Eight Steps in Detail

## 1. Register with Spotlight.

Spotlight is signatory to the union agreements that you'll be working with. If you're using us as your signatory, you'll need to contact us before you book your Performers. There's a little information that we need and a simple contract to sign, then you're ready. You'll be assigned an experienced Account Manager who can be an invaluable resource for handling the details of working with union talent.

## 2. Hire all Performers from one union.

The two main unions for actors are SAG (Screen Actors Guild) and AFTRA (American Federation of Television & Radio Artists). The AFM (American Federation of Musicians) covers musicians. Each geographic location has its own requirements for productions. When you know where you're producing, you should contact the local union office or your Spotlight Account Manager to determine which union may have jurisdiction. Keep in mind that, if the job is union, everyone in the program has to be hired and paid under *either* of the SAG or AFTRA agreements.

## 3. Clear Performers several days before the production starts.

After the Performers are booked (and well before the day of the session!) the Performers' status must be checked with the union. Hiring Performers that are not members or members-in-good-standing with the union can result in fines from \$300 to \$600 per infraction, per production.

“What if I need to use a non-union Performer because of a special situation?”

If you're working with someone because they have a unique skill or perform a role that cannot be handled by a union actor you may receive a waiver from the union, referred to as a Taft-Hartley Waiver. This must be done before the production.

## 4. Bring completed union contracts to the production.

These can be downloaded from Spotlight's website. They should be filled out by the Producer and completed and signed by both the Performer and the Producer. Ask your Account Manager if you have any questions.

## 5. Have all Performers sign union contracts at the production.

Make sure you don't forget this important step!

## 6. Collect complete, legible W-4's from all Performers (included with contract).

The IRS requires that all unincorporated Performers be paid as employees. Part of the value of using Spotlight is that, for state and federal tax purposes, we are considered to be the employer. We must have a W-4 in order to make the appropriate tax contributions and withholdings. If you work with an incorporated Performer, they must provide you with a signed W-9.

## 7. Deliver contracts to Spotlight within 3 business days of the production.

This gives us an opportunity to review everything, clarify any questions and generate an invoice for your review and payment.

## 8. Pay Spotlight's invoice by the union due date.

The due date on our invoice is determined by SAG and AFTRA. The unions require payment to Performers within 30 days from the date of employment. Paying Performers after the union due date can subject you to union penalties for late payment. These fines can be significant and are your responsibility.

## Talent Costs

**IMPORTANT!** The rates shown are scale wage amounts only. Additional costs include Agent Fees, Pension, Payroll Taxes, and Handling. Talent may also be overscale.

Your Account Manager can assist you with estimating your total costs.

<b>Principal Performers – On Camera</b>		<b>Category I</b>	<b>Category II</b>
Day Performer (Actor or Stunt - 8 hrs)		480.50	597.50
Half Day Performer (4 hrs)		312.50	388.50
3-Day Performer		1209.00	1490.50
Weekly Performer (5-day week)		1687.50	2089.50
Weekly Performer (overnight location only, 6-day week)		1857.00	2298.50
Narrator/ Spokesperson:	1st Day	873.50	1035.00
	Each Add'l Day	480.50	597.50
Choreographed Dancer, Swimmer, Skater, etc.			
Per Day:	Solo/Duo	429.50	535.50
	Group	359.00	450.50
3-Day:	Solo/Duo	1028.00	1286.00
	Group	863.50	1078.50
Weekly:	Solo/Duo	1715.00	2143.00
	Group	1438.00	1798.50
Singers Per Day:	Solo/Duo	480.50	597.50
	Group	289.50	357.50
	Step Out	363.00	448.50
	Contractor (50% Additional)		
<b>Principal Performers – Off Camera</b>			
Day Performer (Voice Over):	1st Hour	393.00	437.50
	Each Add'l 1/2 Hour	115.00	115.00
	Partial Script Revision (1/2 hour)	213.50	213.50
Singers Per Hour:	Solo/Duo	258.00	289.50
	Group	172.00	194.50
	Step Out	214.50	243.50
	Contractor (50% Additional)		
<b>Background Actors</b>			
General Background Actor		125.00	125.00
Special Ability Background Actor		137.50	137.50
Silent Bit Background Actor		233.50	233.50

# Additional Information

## Overtime

A day player's session fee is payment for up to 8 hours of straight time, not including a meal break. Hours 9 and 10 are paid at time-and-a-half. Additional hours are paid at double time.

## Half-Day Booking

A Performer may be booked for a half day, defined as 4 consecutive hours.

## Travel Time

When required to travel outside of the Studio Zone, Performers are paid travel time at straight time, with certain restrictions.

## Holiday and Weekend Rates

On-Camera Performers are paid double scale for the 6th and 7th consecutive day of work. Off-Camera Performers are paid double scale on Saturdays and Sundays. The following Holidays are paid at double scale for all Performers :

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day

## Wardrobe

### Principals

Non-Evening Wear	\$19.00 per outfit for each two days.
Evening Wear	\$29.00 per outfit for each two days.

### Background Actors

Non-Evening Wear	\$17.00 per day, additional outfits at \$6.00 each per day.
Evening Wear	\$28.00 per day per outfit

## Meals

The first meal period must be made available within 6 hours of the initial call. Additional meal breaks must be within 6 hours of the preceding break.

## Penalties

Meal Penalties	\$25.00 per performer for the 1 <sup>st</sup> half hour \$35.00 per performer for the 2 <sup>nd</sup> half hour \$50.00 per performer for each additional half hour
Late Payment	The union requires that payment be made to performers within 30 days of the performer's first day of work. Late payment penalties are \$3.00 per Performer per day, up to \$90.00 per Performer.
Cancellation	If it's necessary to cancel a performer, do so before noon on the day prior to the booking, otherwise you will be liable for the full session fee. Ask your Account Manager for additional details.

## Supplemental Use

	Paid within 90 days	Paid beyond 90 days
<b>A. Cable Television (Worldwide)</b>		
Basic Cable (3 yrs. Use)	15% of Total Actual Salary	65% of Total Actual Salary
Pay Cable	Negotiable	Negotiable
<b>B. Non-Network Television (U.S. &amp; Canada)</b>		
Unlimited Runs	75% of Total Appl. Salary	125% of Total Appl. Salary
<b>C. Theatrical Exhibition (Worldwide)</b>		
Unlimited Runs	100% of Total Appl. Salary	150% of Total Appl. Salary
<b>D. Foreign Television (Outside U.S. &amp; Canada)</b>		
Unlimited Rights	25% of Total Appl. Salary	75% of Total Appl. Salary
<b>E. Integration and/or Customization</b>	100% of Total Appl. Salary	100% of Total Appl. Salary
<b>F. Sale and/or Rental to Industry</b>	15% of Total* Appl. Salary	25% of Total* Appl. Salary
<b>G. The rights described A-F may be acquired as a group within 90 days of completion of principal photography by payment of 200% of Total Applicable Salary.</b>		
<b>H. Category II Rights as Supplemental for Category I Programs</b>	50% of Total Appl. Salary	100% of Total Appl. Salary
<b>I. Sale and/or Rental to the Public</b>	Session plus 200% of scale for number of days worked (over-the-counter rights).	

\*Payment is not required if Performer has received the integration/customization fee for such program.

### Spotlight Business Affairs (part of Extreme Reach, Inc.)

Chicago | 20 N. Wacker Drive, Suite 2500 • Chicago, IL 60606 • tel 312.726.4404 fax 312.726.4405

New York | 8 West 40th St., 20th Floor • New York, NY 10018 • tel 212.868.3820 fax 212.868.3821

Internet | [www.spotlight.net](http://www.spotlight.net)