

UNION SIGNATORY CHEAT SHEET

Keep this cheat sheet printed in your production binder — it's what separates prepared producers from panicked ones.

SAG Bond Range: 2–4 weeks of performer wages + fringes

Fringe Average: 19–21%

Payroll Fees: 2–3%

Workers' Comp: Mandatory in all states

Business Rep: Assigned after signatory approval

Reporting Frequency: Weekly (cast reports, vouchers, pay stubs)

Fringe Payment: Submitted through bonded payroll company

Bond Refund Timeline: 30–90 days after wrap (if compliant)

Red Flags Triggering Audits:

- Deferred pay not disclosed
- Unreported performer hours
- Missing meal penalties
- Late final cast report
- Fringe discrepancies

UNION SIGNATORY END-OF-PRODUCTION CHECKLIST

A post-wrap compliance document for producers to ensure all SAG-AFTRA, DGA, WGA, and IATSE requirements are satisfied before delivery.

For SAG-AFTRA, DGA, WGA & IATSE-Covered Projects

1. General Production Info

FIELD	EXAMPLE
Project Title	<i>Untitled Feature Project</i>
Signatory Entity	<i>XYZ Productions, LLC</i>
Agreement Type	<i>SAG-AFTRA Low Budget Theatrical</i>
Shooting Dates	<i>Jan 3-Feb 1, 2025</i>
Business Rep	<i>Jane Davis (SAG-AFTRA West)</i>
Payroll Company	<i>Cast & Crew Entertainment Services</i>

2. Performer Documentation

- ☐ All performer contracts fully executed
- ☐ All vouchers signed by performer and AD
- ☐ Final cast report submitted to SAG
- ☐ Deferred payment riders (if any) filed
- ☐ Overtime & meal penalties paid
- ☐ Stunt performer and background reports filed

3. Fringe & Payroll Compliance

- ☐ Fringe payments remitted to correct funds (P&H, DGA, WGA, IATSE)
- ☐ Payroll company confirmations received
- ☐ Fringe Log spreadsheet reconciled with payroll reports
- ☐ Deferred fringes logged for later payment
- ☐ Retroactive adjustments (if any) processed

4. Insurance & Legal

- ☐ Workers' Compensation Certificate current
- ☐ General Liability Policy includes SAG as "additional insured"
- ☐ Final Certificate of Insurance filed with union
- ☐ Proof of no outstanding claims or grievances

5. Bond & Financial Wrap

- ☐ Bond refund request submitted
- ☐ All payroll checks cleared
- ☐ Proof of final payment to payroll company
- ☐ Residual prep or escrow setup (if required)

Tip: Bonds release faster when all payroll receipts, reports, and proof of payments are bundled in one PDF.

6. Recordkeeping

- ☐ Save all payroll reports, cast reports, and union correspondence
- ☐ Back up Fringe Log and Checklist digitally
- ☐ Keep union contact info and approval letter for distributor's legal review

 **Deliverables Note:** Distributors often require a copy of your SAG bond release and union approval letter in the chain of title package.

Final Confirmation

Signature: _____
Printed Name: _____
Title: _____
Date: _____

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Disclaimer: This checklist is provided for educational purposes only and does not constitute legal advice or establish an attorney-client relationship. Every production is unique, and delivery requirements can vary by distributor, territory, or platform. You should consult a qualified entertainment attorney to review your specific distribution agreements and ensure full compliance with applicable laws and contractual obligations.