

# Independent/Festival Film Agreement

## Project Checklist

### 1 SUBMIT A REQUEST LETTER

Use of the Independent Film/Festival Film agreement is authorized on a project-by-project basis under a specially written Letter of Agreement (LOA). This LOA must be executed between the Employer and the AFM in advance of the hiring of Musicians. The first step is to submit a request letter to the AFM, including all of the information required.

### 2 SIGN THE LOA

Once the AFM approves the request letter, an LOA will be prepared and submitted to the Employer for signature. Once executed, the film will be covered under the agreement, at which point, the hiring process may begin.

### 3 REPORT THE SESSION TO THE AFM LOCAL

Prior to recording, it is always beneficial to send advanced notice of the session to the AFM Local Union office whose jurisdiction in which the recording is taking place. To find the appropriate Local, visit the AFM website and click "About" and then "Locals", where you can search by location.

### 4 PUT OUT THE CALL TO THE MUSICIANS

Once you are signatory and the session is reported, you may call the Musicians you intend to hire. Musicians will need to know the location, time and length of the session, the scale they will be working under, and the title of the film on which they are performing.

### 5 SUBMIT THE FINAL BUDGET

Films utilizing this agreement must be budgeted at \$2,000,000 or less. A total estimated budget must be submitted in writing to the AFM no later than 96 hours in advance of the first session or sideline call. A final budget must be provided to the AFM upon the AFM's request.

### 6 COLLECT PAPERWORK

In order to payroll the session, collect W-4s, I-9s and any other documents required for payroll, as well as any information that might be necessary to complete the B-Report Form. Familiarize yourself with the Report Form in advance so you know what types of information are required.

### 7 DURING THE SESSION(S)

The Leader (the instrumental musician who leads the group in performing) should keep track of the hours worked and the instrumental parts performed by each Musician

### 8 FILL OUT THE B-REPORT FORM

After the session is complete, fill out a B-7 Report Form including the calculation of wages and benefits. The B-7 should be signed by both you (the Signatory of Record) as well as the Leader. It is important these signatures be included to confirm that the Leader has looked over the document to ensure that the hours and wages are reported correctly.

### 9 SUBMIT THE B-7 TO PAYROLL

The session report is sufficient as an invoice for payment. Once complete, the B-7 session report should be sent to payroll so checks can be issued in a timely manner. Musicians must be paid within 15 business days of the session. Copies of the B-7 must be sent to the applicable Local as well as the AFM and Employers' Pension Fund and the Music Performance Trust Fund. You should also retain a copy for your own records.

### 10 HANDLE SECONDARY PAYMENTS AS REQUIRED

The original session payment under this agreement covers all distribution of the film in the primary market, considered to be theatrical under this agreement. Any release in an additional market may require additional payments. More information can be found in the Independent/Film Festival Signatory Packet.