

PRODUCER RESPONSIBILITIES CHECKLIST
(as of 4/10/25)

This document details the services that are rendered by Producers in film and Executive Producers (“EP”) in television episodic content (“TV”). Due to the growing interest in the acquisition of these credits, as well as the disconnection between these credits and the work services they are meant to reflect, the checklist below is intended to restore the definition to the credits so that remuneration for labor (“the effort required to produce goods and services”) is connected to the efforts themselves, as is the customary relationship between labor and compensation.

Two categories of Producers in film and Executive Producers in television are referred to herein: “Career Producers” and “Hyphenate Producers.”

The fundamental purpose of this checklist is to:

1. Ensure that Career Producers and Hyphenate Producers are held to the same standards and provide the same labor services in order to be credited as Producers in Film and EP’s in television.
2. Ensure the fees for labor delivered by Producers in Film and EP’s in television are not invaded and/or discounted by non-labor rendering individuals.

CAREER PRODUCER DEFINITION

Career Producers originate and/or identify film and TV projects by creating and/or identifying original ideas and Intellectual Properties from and for writers, as well as identifying and selecting directors and actors (“Elements”) and packaging these elements together, most often speculatively, before presenting such packages to studios, networks, streamers and/or financiers (“Employers”) for finance and/or distribution consideration; and/or Career Producers are sought out by talent, agencies and Employers for their focused expertise in all of the stages of content creation, production, and exploitation.

A Career Producer provides the necessary oversight on behalf of Employers, balancing the financial and creative needs of the project while also serving as the lead liaison between the creative team and the Employer during development, pre-production, production, post-production, marketing and distribution. Career Producers are also contractually responsible for the delivery of the finished content to the Employer and/or its assignees.

Career Producers are credited producers who are compensated on a film or television show exclusively for their producing services; as distinct from others involved in a production who may be credited as Producers but who also receive compensation for services other than producing, such as writing, directing, acting, representation or financing.

HYPHENATE PRODUCER DEFINITION

Hyphenate Producers include writers (other than showrunners in TV), directors, executives, actors and performers as well as the partners, managers and employees of writers (other than showrunners in TV), directors, executives, actors and performers, who are interested in 1) partnering with Career Producers (as defined above) and 2) being credited and paid as Producers in film and Executive Producers in TV.

**In any instance below where the term "Producer" is used without further clarification, it means 'Producer' in film and 'Executive Producer' in television, per the customs and practices regarding these terms of art.*

Section I: Overview

Career Producers welcome Hyphenate Producers as producing partners when they are qualified, capable, and experienced to perform, as well as available, and genuinely committed to providing the full services expected of Producers in film and EPs in TV. When such full responsibilities are rendered, both Career Producers and Hyphenate Producers should be credited as Producers in Film and EPs in TV.

However, participating in producing and providing full services as a Producer or EP in TV are not one and the same. Career Producers often participate in multiple aspects of the writing process, directorial decision-making, and acting choices, but those significant collaborative contributions by Producers are not recognized with "Written By," "Directed by" or an Acting credit. The same must be true for Talent as it regards the "Produced by" and "Executive Producer" (in TV) credits.

If Hyphenate Producers are committed to providing some producing services but not all, then the appropriate producing role and participatory credit, if any, is that of Executive Producer in film and Co-Exec Producer, Producer, or Co-Producer in TV. Hyphenate Producers committed to Producing in Film or Executive Producing in TV should be aware that:

- Producing services are a time-intensive commitment from development through distribution, in addition to any services the talent is otherwise providing. Lack of availability to provide producing services due to delivering writing, acting or directing services on another production is not acceptable. During all of pre-production and production, producing services—contractually or otherwise—must be in first priority position to all other commitments (and for clarity, lack of availability cannot frustrate, delay or impede the process).
- It is reasonable for Hyphenate Producers to negotiate producer fees with third party financiers (including, but not limited to, studios, streamers and networks) for full-time producing services, in addition to fees for other services Talent is providing. However, it is never appropriate, fair or reasonable to ask or demand that Career Producers bear Hyphenate Producer fees and/or contingent compensation.
- All Producers must be committed, first and foremost, to the execution of services to the production, including the safety and HR protection of the full cast and crew. Also, all Producers must be in-person attendees and aligned with Career Producers in a united front for disciplinary and firing actions.
- In any and all instances whereby Career Producers are made responsible and/or liable for the fiduciary obligations and/or the safety and/or the HR protection of the full cast and crew, as well as breaches thereof, Hyphenate Producers share that responsibility and/or legal liability equally and without limitations.
- If a Hyphenate Producer is to receive a full Producer credit in film or EP credit in TV (and whether or not they negotiate for the related fees), no responsibilities or obligations outlined in this document can be split with or assigned to another person on the Hyphenate Producer's team (i.e., each Hyphenate Producer is a single individual.)

If a Hyphenate Producer is unable to agree to any of the bullet points above, there is no path forward to partnering with a Career Producer as a Producer in Film or EP in TV, and other Producer-type credits, if any, should be pursued. Alternatively, if a Hyphenate

Producer understands the principles and agrees to the bullet points above, the Hyphenate Producer must first gain “buy-in” by the third-party financier (including, but not limited to, studios, streamers and networks) for full-time producing services, in addition to negotiating any potential fee without requiring the Career Producer to bear the Hyphenate Producer’s fees and/or contingent compensation.

Once buy-in is secured and any separate producorial fee is agreed to with the third-party financier, below is the list of the minimum services Hyphenate Producers must agree to perform, alongside and in collaboration with Career Producers, to become Producing partners with Career Producers on films and television shows. Career Producers must also agree to deliver these services on any given production.

If a Hyphenate Producer agrees to provide the full producing services necessary to partner with a Career Producer but later breaches this agreement, the Hyphenate Producer will then be expected to step down from their role and accompanying credit of Producer in Film or EP in TV (i.e., credit should be revised to Executive Producer in film and Co-Exec Producer, Producer or Co-Producer in television.)

Section II: Detail of Services

OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS IN DEVELOPMENT

Studio Films:

- Actors who are Hyphenate Producers involved in projects from the outset will interview writer and director candidates and hear pitches/takes; writers who are Hyphenate Producers from the outset will interview director candidates
- Participate in identifying production financing and attend pitch meetings with potential financiers
- Remain available for script notes meetings, internally and with financiers

Independent Films:

- Actors who are Hyphenate Producers involved in projects from the outset will interview all writer and director candidates and hear all pitches/takes; writers who are Hyphenate Producers from the outset will interview all director candidates
- Participate in identifying production financing and attend pitch meetings with potential financiers

- Identify and close funding for option payments, writers' fees, legal fees, and any other development activities prior to closing financing
- Remain available for script notes meetings, internally and with financiers

TV:

- Actors who are Hyphenate Executive Producers involved in projects from the outset will interview writer and director candidates and hear-pitches/takes; writers who are Hyphenate Producers from the outset will interview director candidates
- Participate in identifying production financing and attend pitch meetings with potential financiers
- Remain available for script notes meetings, internally and with financiers
- Participate in staffing the writers' room
- Consult in the casting process and choose cast alongside the casting director, showrunner, director and studio

OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS IN PRE-PRODUCTION

Studio Films:

- Remain available to attend and contribute to all budget and schedule meetings as required by the third-party financier
- Identify and interview line producer candidates
- Remain available to evaluate and select tax rebates and incentives as required by the third-party financier
- Choose principal locations
- Consult on post-production plan
- Identify and evaluate VFX and post-house bids
- Identify and interview potential department heads and do reference checking
- Remain available to be on location for official prep (scouting, budget and schedule detailing, regular production plan meetings and safety-related planning)
- For Hyphenate Director-Producers (and all other Hyphenate Producers if

required by the Director), watch all casting 'tapes,' manage communication between the producing team, casting director and studio regarding the casting choices and deals

- Sign budget and share budgetary responsibility

Independent Films:

- Structure finance plan taking into consideration tax credits and rebates in any potential location
- If territorial sales are involved, identify, hire and negotiate contract with International Sales Agent
- Identify and hire a Collection Account Management Company and negotiate the CAMA (Collection Account Management Agreement) with them and all parties including financiers, unions, guild, talent and producers
- Remain available to attend and contribute to all budget and schedule meetings as required by the third-party financier
- Identify and Interview line producer candidates
- Choose principal locations
- Consult on post-production plan
- Identify and evaluate VFX and post-house bids
- Identify and interview potential department heads and do reference checking
- Establish/own/manage/maintain single purpose entity
- At no point should a Career Producer be required to commit any personal funds to a production, but if the burden is taken on by choice, all Producers participate equally. (For example, it is not uncommon for Producers to fund expenses associated with option payments, pre-production legal fees, scouting, budget preparation and other pre-production needs prior to closing financing)
- Negotiate ATL and BTL deals
- Oversee union and guild signatory process, including securing financial guarantees and distributor assumption of residuals
- Sign the budget and share budgetary and schedule responsibility for the bond company or financier

- Sign the bond inducement letter and assume related obligations
- Sign the cash flow schedule, ensuring that the timing for all deposits, bonds, escrow agreements and potential sales expenses have been taken into consideration
- Remain available to be on location for official prep (scouting, budget and schedule detailing, regular production plan meetings and safety-related planning)
- For Hyphenate Director-Producers (and all other Hyphenate Producers if required by the Director), watch all casting 'tapes,' manage communication between the producing team, casting director and studio regarding the casting choices and deals

TV:

- Remain available to attend and contribute to all budget and schedule meetings as required by the third-party financier
- Remain available to evaluate and select tax rebates and incentives as required by the third-party financier
- Choose principal locations
- Consult on post-production plan
- Identify and evaluate VFX and post post-house bids
- Identify and interview all potential department heads and physical production teams, and do reference checking
- Remain available to be on location for official prep (scouting, budget and schedule detailing, regular production plan meetings and safety-related planning)
- For Hyphenate Director-Producers (and all other Hyphenate Producers if required by the Showrunner and/or Director), watch all casting 'tapes,' manage communication between the producing team, casting director and studio regarding the casting choices and deals
- Sign budget and share budgetary responsibility

OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS IN PRODUCTION

Studio Films:

- Communicate with the studio/financier and line producer on guild obligations

(SAG, WGA, DGA, IATSE, etc.) and adhere to guild rules and guidelines

- Maintain appropriate insurance and approve the filing of insurance claims
- Liaise between filmmakers and the studio/financier on all pertinent creative notes, disseminating any pertinent information to director and department heads
- Communicate important issues or questions that arise on set, both creatively and financially, to the studio / financier
- Manage talent needs during production including scheduling issues, travel and living details, creative concerns, etc.
- Assess, supervise, and report on ongoing budgeting, scheduling, and cost reporting to the studio/financier
- Ensure production conforms to certain specifications, including run time, MPA rating, budget and schedule
- Attend meetings before, during and after the shooting day to respond to emergencies and solve scheduling, creative and budget problems as the need arises

Independent Films:

- Communicate with the studio/financier and line producer on guild obligations (SAG, WGA, DGA, IATSE, etc.) and adhere to guild rules and guidelines
- Maintain appropriate insurance and file insurance claims
- Liaise between the filmmakers and the studio/financier on all creative notes, disseminating any pertinent information to director and department heads
- Communicate any important issues or questions that arise on set, both creatively and financially, to the studio/financier
- Manage talent needs during production including scheduling issues, travel and living details, creative concerns, HR issues, etc.
- Assess, supervise, and report on ongoing budgeting, scheduling, and cost reporting to the studio/financier
- Ensure production conforms to certain specifications, including run time, MPA rating, budget and schedule
- Attend meetings before, during and after the shooting day to respond to emergencies and solve scheduling, creative and budget problems as the need arises

TV:

- Communicate with the studio/financier and line producer on guild obligations (SAG, WGA, DGA, IATSE, etc.) and adhere to guild rules and guidelines
- Maintain appropriate insurance and file insurance claims
- Liaise between the filmmakers and the studio/financier on all creative notes, disseminating any pertinent information to director and department heads
- Communicate any important issues or questions that arise on set, both creatively and financially, to the studio/financier
- Manage talent needs during production including scheduling issues, travel and living details, creative concerns, etc.
- Assess, supervise, and report on ongoing budgeting, scheduling, and cost reporting to the studio/financier
- Ensure production conforms to certain specifications, including run time, rating, budget and schedule
- Attend meetings before, during and after the shooting day to respond to emergencies and solve scheduling, creative and budget problems as the need arises

OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS IN POST-PRODUCTION

Studio Films:

- Supervise post-production, communicating between post-production and the studio/financier on editorial, vfx, score, source music acquisition, sound mix and color correction
- Identify and hire editor, music supervisor, and composer
- Ensure production conforms to post-production schedule and budget
- Remain available to attend editing sessions per director's needs and post director's cut period
- Be available to attend and participate in test screenings
- Approve final mix and vfx

Independent Films:

- Supervise post-production, communicating between post-production and the studio/ financier on editorial, vfx, score, source music acquisition, sound mix and color correction
- Identify and hire editor, music supervisor, and composer
- Ensure production conforms to post-production schedule and budget
- Remain available to attend editing sessions per director's needs and post director's cut period
- Ensure that all parties are aware of and adhering to delivery requirements
- Approve final mix and vfx

TV:

- Supervise post-production, communicating between post-production and the studio/financier on editorial, vfx, score, source music acquisition, sound mix and color correction
- Identify and hire editor, music supervisor, and composer
- Ensure production conforms to post-production schedule and budget
- Remain available to attend editing sessions per showrunner's needs
- Approve final mix and vfx

OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS REGARDING CONTENT DELIVERY

Studio Films:

- Supervise and complete physical and legal delivery to one or more distributors

Independent Films:

- Supervise and complete physical and legal delivery to one or more financiers and/or distributors

TV:

- Supervise and complete physical and legal delivery to one or more distributors

OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS IN MARKETING AND DISTRIBUTION

Studio Films:

- Attend required planning meetings
- Review and sign off on all marketing materials
- Ensure and deliver talent attendance and participation for all required marketing and publicity needs

Independent Films:

- Interview and hire sales representatives; negotiate sales terms and conditions
- Complete festival and market applications and facilitate delivery of related content
- Negotiate and arrange talent travel and attendance for festivals and markets
- Attend required sales meetings
- Once distributor is on board, attend planning meetings
- Review and sign off on marketing materials
- Ensure and deliver talent attendance and participation for required marketing and publicity needs

TV:

- Remain available for required planning meetings
- Review and sign off on all marketing materials
- Remain available to consult and participate in all required marketing and publicity needs

CONTINUING OBLIGATIONS AND RESPONSIBILITIES FOR PRODUCERS FOR CONTENT MAINTENANCE

Independent Films:

- Pursue the guilds and unions for the return of production deposits and residual reserves once all requirements have been met and signed off on by all parties
- Work with Collection Account Management Company, payroll company, and/or distributor(s) to ensure that all residuals, bonus and profit participations are paid in a timely manner
- File for, collect, and distribute all applicable tax incentives
- Own/manage/maintain single purpose entities (including maintaining accounting records and filing annual tax returns)
- Oversee the collection and distribution of the film's receipts, and address and manage audit requests