

Commerical Annoucements Agreement

Project Checklist

1 CONFIRM SIGNATORY STATUS

In order for recording work to be covered, you must have signed an AFM “Letter of Acceptance” to the CAA in advance of not only the session, but also in advance of hiring the Musicians. If you are unsure of your signatory status, contact the Federation. If you are not a signatory, submitting a Letter of Acceptance will grant your company full signatory status to the CAA. To cover only one individual commercial project, utilize the “Single Project” Letter of Acceptance.

2 REPORT THE SESSION TO THE AFM LOCAL

Prior to recording, when the Employer has advanced knowledge of a session date, it is required 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.

3 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 advertiser and product.

4 COLLECT PAPERWORK

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.

5 DURING THE RECORDING SESSION

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.

6 FILL OUT THE B-REPORT FORM

After the session is complete, fill out a B-6 Report Form including the calculation of wages and benefits. The B-6 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.

7 FILE A COPY OF THE B-6 WITH THE LOCAL

A copy of the B-6 Report Form should be filed with the Local of jurisdiction as soon as possible. This way, the Local is aware that payment is due and can assist in catching any errors before it's too late.

8 SUBMIT THE B-6 TO PAYROLL

The session report is sufficient as an invoice for payment. Once complete, the B-6 session report should be sent to payroll so checks can be issued in a timely manner and filed with the applicable Local. Musicians must be paid within 15 business days of the session. A copy of the B-6 should also be filed with the AFM and Employers' Pension Fund. You should also retain a copy for your own records

9 HANDLE CYCLE PAYMENTS AS REQUIRED

Usage of the commercial in any medium requires a “cycle” payment and payments for such cycles are also due to Musicians within 15 business days of the start of said cycle. More information can be found in the CAA Signatory Packet.