

## Limited Volume Agreement

### Project Checklist

#### 1 ATTAIN SIGNATORY STATUS

In order for recording work to be covered, you must have signed an AFM or Local recording agreement in advance of not only the session, but also in advance of hiring the Musicians. The agreements covered are signed on a Single Project basis, so the first step in starting a project through this toolkit must always be signing the appropriate contract. Contact your AFM Local for more information. To find the appropriate Local, visit the AFM website and click "About" and then "Locals", where you can search by location.

#### 2 REPORT THE SESSION TO THE AFM LOCAL

Once a project is under contract, sessions should be reported to the appropriate AFM Local in advance.

#### 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 artist with whom they will be performing.

#### 4 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.

#### 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

Since this toolkit covers a variety of different agreements, it should be noted that each agreement utilizes a different report form. Limited Pressings are filed on B-9 Report Forms, Demos are filed on B-5 Report Forms and Single Song Overdubs are filed on B-17 Report Forms. Once session work is complete, fill out the appropriate form matching the correct agreement to report working hours, track titles, wages and benefits

#### 7 FILE A COPY OF THE REPORT FORM WITH THE LOCAL

A copy of the 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 REPORT FORM TO PAYROLL

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

#### 9 HANDLE BACK-END PAYMENTS AS REQUIRED

In terms of residuals, additional money is not paid directly to the Musicians on a given track, but record labels must pay a small percentage of unit sales and streaming revenue to a number of funds. More information can be found in the LVA Signatory Packet.