

# National Public Television 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 agreement 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 you full signatory status to the National Public Television Agreement for all programming you produce for broadcast. To cover only one individual program, 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 title of the program on which they are 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 REHEARSALS AND TAPING 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.

### **6 FILL OUT THE B-REPORT FORM**

After the session is complete, fill out a B-8 Report Form including the calculation of wages and benefits. The B-8 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-8 WITH THE LOCAL**

The session report is sufficient as an invoice for payment. Once complete, the B-8 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-8 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.

### **8 SUBMIT THE B-8 TO PAYROLL**

The session report is sufficient as an invoice for payment. Once complete, the B-8 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-8 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 RESIDUAL PAYMENTS AS REQUIRED**

The original session payment under this agreement covers a certain number of “national releases,” depending on which table’s rates were utilized. Any further broadcast, whether domestic or foreign, will require an additional payment. More information can be found in the National Public Television Signatory Packet.