

Visual Archival Agreement

Project Checklist

1 ESTABLISH LIVE PERFORMANCE CONTRACT

Unlike many EMSD agreements, the Visual Archival Agreement can only be utilized while filming a live performance that is already under the appropriate live contract with the appropriate AFM Local Union. To find the appropriate Local, visit the AFM website and click "About" and then "Locals", where you can search by location.

2 CONFIRM SIGNATORY STATUS

In order for the archival recording to be covered, you must sign the AFM Visual Archival Agreement in advance of the performance. Since this is a single project agreement, a different Visual Archival Agreement must be signed for every set of performances captured.

3 BEWARE OF LIMITATIONS

The Visual Archival Agreement may only be utilized for an audiovisual capture of a live performance, not a rehearsal, and may use no more than two cameras. It is assumed that productions utilizing three or more cameras are likely seeking distribution and should instead use an agreement which permits exhibition of the content.

4 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.

5 PUT OUT THE CALL TO THE MUSICIANS

Once the project is covered and the session is reported, you may call the Musicians you intend to hire. For an archival recording, Musicians should be notified when being called for the live performance that an archival filming is taking place.

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 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.

8 FILL OUT THE B-REPORT FORM

After the session is complete, fill out the 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 (the instrumental musician who leads the group in performing). 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 FILE A COPY OF THE B-7 WITH THE LOCAL

A copy of the B-7 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.

10 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. You should also retain a copy for your own records.

11 DUPLICATION PROHIBITED

The intent of an archival capture is for review by the producer. Should the footage be used elsewhere at a later date, you must sign and adhere to the terms and conditions of the AFM agreement that governs such usage.