



## SAG Awards FYC & Screenings Guide

This document is meant to only be a guide. Please refer to our complete [Rules and Regulations](#).

There are numerous ways to make your projects available to the Nominating Committees for consideration. Please see below for examples and guidelines.

**Total Nominating Committee Member Counts – FILM: 2500, TELEVISION: 2500**

### **IMPORTANT!**

For all official SAG Awards Q&A screenings, the studio or network is responsible for all aspects of the event, including booking venue/moderator, creating invitation, managing RSVPs, and check-in. The SAG Awards will approve invitation and send to members (See FYC Mailings & E-blast Guide for specific information and fees).

**Any Q&A dates in LA and NY must be held and booked on the SAG Awards calendar.**

Contact Jon Brockett ([jbrockett@sagawards.org](mailto:jbrockett@sagawards.org)) and Jen Coyne-Hoerle ([jench@sagawards.org](mailto:jench@sagawards.org)) to book dates for your Q&As. Make sure to cc: Sarah Barry ([sbarry@sagawards.org](mailto:sbarry@sagawards.org))

## **SCREENINGS & Q&As**

### **Film Screening Q&A Guidelines**

- Films must be screened in their entirety.
- Q&A panels, should feature cast members, and may only include participants who are directly associated with the film being screened.
- If screening a film for the 2<sup>nd</sup> or 3<sup>rd</sup> time, we encourage different cast or participants on the Q&A panel.

### **TV Screening Q&A Guidelines**

- Episodes screened must have aired during our eligibility period – calendar year of 2018.
- Clip or sizzle reels are only approved for screening on a case-by-case basis, depending on the Q&A format, please contact the Awards Office for approval.

### **Filming or Streaming Q&As**

- If planning to film or stream a Q&A, you must first clear with the Awards Office and sign a Q&A coverage agreement.
- Coverage cannot include mention of SAG-AFTRA, SAG Awards or the SAG Awards Nominating Committee. The Q&A may only be referred to as “an industry screening.”

### **Additional Screening Information**

- SAG Awards Nominating Committee screenings may be shared with other industry voting groups (All Guild, PGA, WGA, DGA, etc.). **The Nom Comm must be given priority seating unless otherwise approved by the SAG Awards.**
- Receptions or premieres are counted towards the Q&A max, as they are deemed special events.
- **Confirmations for RSVPs must be sent to members within THREE days of RSVP and include a contact number or email for the member to cancel if the need arises. Any members who RSVP after an event is filled must be notified that they are not confirmed to attend.**
- Nom Comm members can also be invited to straight screenings (without Q&As), through screening schedules, or e-blasts. These dates do not need to be held on the SAG Awards calendar.
- When inviting Nom Comm members to screenings and Q&As, please request members bring their Nom Comm card for admission.

## Other Groups Available for Screening

In addition to the SAG Awards Nominating Committees, companies may screen to the following SAG-AFTRA affiliated groups:

- **SAG Awards “RSVP” Group** (made up of general SAG-AFTRA members who register to receive email invitations)
- **SAG-AFTRA Foundation Conversation Series**
- **SAG-AFTRA Film Society**
- **SAG-AFTRA Diversity Committees**

Contact SAG Awards for more information. Titles screened to these affiliated groups will **not** count towards a company’s maximum Q&A total.

**IMPORTANT: Shared screenings between SAG Awards Nom Comm and SAG Awards RSVP, SAG-AFTRA Foundation or SAG-AFTRA Film Society require a separate Nom Comm priority line.**

## Screening Invitations

- See **FYC Mailings and Invitation Guide** for information on how to invite SAG Awards Nom Comm members to screenings and Q&As.
- **POLICY REGARDING RSVP CANCELATIONS:** The SAG Awards requires studios and networks to provide a way for members to cancel an RSVP either by contacting the original RSVP phone number/email or by giving an alternative phone number/email in all invitations.

## **BOOKING Q&A DATES**

**In order to invite the SAG Awards Nominating Committee to a screening with a Q&A, you must hold and book the date on the SAG Awards calendar. Q&As in regions outside of LA and NY, as well as straight screenings without a Q&A, do not require a date to be held.**

**Requests for holds will be accepted in two phases during the pre-nom period:**

- **Spring/Summer: May 1 to Aug 19**
- **Fall/Winter: Aug 20 to Dec 9**

**A maximum of 4 booked Q&A screenings per title** are allowed between LA and NY during the nominations period. Q&As booked in our regional areas do not count towards your max.

## **Available Screening Time Slots:**

- Weekdays: 2pm, 7pm
- Weekends: 10am, 2pm, 7pm
- Start times include an allowance of 30 minutes on either side.

## **Rules on Holds:**

- Up to 4 consecutive days may be held per title, per city.
- No more than 6 total holds will be accepted for any given time slot. We will not accept any holds in 7<sup>th</sup> place or higher.

## **Booking a Date**

- Once venue and talent are confirmed, please notify the Awards Office you are booking the date.
- Any date held under a particular title must be booked under that same title. Any request to book under a different title must be approved by the SAG Awards.

## **Challenging a Date on Hold**

- A company may challenge a previously held date only if the challenger is ready to book (i.e. venue and talent confirmed) if the original hold releases the date. Each hold ahead of the challenger will be contacted and given 24 hours to either book or release the date.
- A company that successfully challenges and books a particular date may incur a penalty if the booked event is then canceled.

## **FOR YOUR CONSIDERATION MATERIALS**

### **FILM**

#### **DVDs**

- **DVDs may be sent to Nominating Committee members for consideration through our Union Mailing House. All DVD art and packaging requires SAG Awards approval.** Please send to us for review prior to any printing and duplication. See **FYC Mailings and Invitation Guide** for information and fees.
- **Closed Captioning is REQUIRED and MUST be provided as an option on all DVDs.**
- DVD packaging may include images, categories, reviewers quotes and title art.
- Encoded Film Screeners - Any film company wishing to send screeners encoded individually to Nominating Committee members must sign a confidentiality agreement with the SAG Awards. Please contact our office for a copy of the confidentiality agreement.
- **Late Films:** If a film is not ready to screen for any voting group by Sunday, November 19, 2018, the SAG Awards will consider allowing the Nominating Committee to view a digital screener on a secure online platform. Films provided to the Nominating Committee for consideration must be a final cut. The SAG Awards may consider exceptions on a case-by-case basis.

#### **Awards Screening Websites**

- For studios who would like to make their screening websites available to Nominating Committee members, please send the URL to the Awards Office and it will be posted on our private password protected Nom Comm member site.
- **Any URLs specific to our group must NOT use the term “SAG”.** You may use “SAGAwards” or “SAGAwardsNomComm”.
- **When noting Nom Comm affiliation in RSVP webforms (drop down menu, etc.), do not use the term “SAG”.** You may use “SAG Awards” or “SAG Awards Nom Comm”.

### **TELEVISION**

Television programs provided to the Nominating Committee for consideration either by DVD or digitally may include full seasons **as long as all episodes fall within the eligible calendar year.**

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- **Closed Captioning is REQUIRED and MUST be provided as an option on all DVDs.**
- DVD packaging may include images, categories, reviewers quotes and title art.
- DVD mailings may include 1 episode or full seasons.

#### **Streaming Sites**

- Any approved promotional material offering free access to For Your Consideration content to the Nominating Committee, **may only include eligible titles and be made available to members for up to three months and must expire by the nominations voting deadline (December 9<sup>th</sup>).** All streaming offerings must be sent to Nominating Committee members as a physical mailing (postcard, letter, etc.). Streaming links cannot be blasted to Nominating Committee members.
- **Closed Captioning is REQUIRED and MUST be provided as an option on all streaming options.**
- We recommend keeping streaming site URLs as simple as possible for ease of use by the Nominating Committee.
- **Any site URLs specific to our group must not use the term “SAG”.** You may use “SAGAwards” or “SAGAwardsNomComm”.

### **PHYSICAL MAILERS**

**Physical mailers of FYC content or material may be in any shape but cannot exceed 10” x 10” x 5” (not including approved envelope or packaging). Please see our Pre-Nom Mailings Guide for specifics.**

## **OTHER WAYS TO REACH OUR MEMBERSHIP**

### **Newspaper/Trade Ads**

- **Any advertising directed to members must be approved by the Awards Office.** Please note, all screening ads should indicate they are for 'SAG Awards Nom Comm', unless you are offering screenings to the entire membership.
- We encourage you to make arrangements with local movie theaters to permit SAG Awards Nom Comm members to attend your films at movie theaters in their neighborhoods, in addition to providing special screenings.

### **SAG-AFTRA Magazine**

- The organization's quarterly magazine is mailed to all members in good standing and industry subscribers. 'For Your Consideration' ads will be accepted for inclusion in the publication. To place an ad, please contact Damon Romine at (323) 549-6841 or [dromine@sagaftra.org](mailto:dromine@sagaftra.org).

### **Other Promotional Materials**

- The SAG Awards may approve promotional materials on a case by case basis. Please contact the awards office to discuss in advance of creating these pieces.
- **Any approved promotional material offering free access to For Your Consideration content to the Nominating Committee during the pre-nom phase may only include eligible titles for consideration. Content may be made available to members for up to three months and must expire by the nominations voting deadline.**
- Reviewer's quotes regarding submitted performances may be included in For Your Consideration materials provided that the quotes are attributable to a legitimate, recognized news organization and do not include negative or disparaging remarks about any actor, film, television or new media program. All quotes must be approved by SAG Awards and are limited to physical mailings only. SAG Awards will not include reviewer's quotes in electronic communications to members.