

## THEATRICAL NOTICE OF TENTATIVE WRITING CREDITS ("NTWC") INSTRUCTIONS

The following are general answers to questions most frequently asked of the Credits Department regarding completion of the attached NTWC. It is not an exhaustive list. For specific rules pertaining to the NTWC and credit procedures, please refer to the Writers Guild Theatrical and Television Basic Agreement ("MBA") and the Screen Credits Manual. If you have any questions please call the Credits Department at 212-767-7804.

Before the writing credits are finally determined and as soon as practicable following completion of principal photography, the Company is required to submit a completed copy of the attached NTWC form to the Writers Guild and to each participating writer (or the participant's current agent, if the participant so elects). See Theatrical Schedule A, Para. 11 of the MBA.

1. **PARTICIPATING WRITERS:** - At the top of the form, list all the participating writers even if they are not proposed for credit. Under **Addresses**, list the address of the participant or the participant's current agent to where the NTWC and final shooting script are being sent. **All participating writers must receive a copy of the NTWC and the final shooting script.**
2. **TITLE:** List the title of the film.
3. **PRODUCTION EXECUTIVES:** List ALL Executive Producers, Producers, and Directors on the appropriate lines. If any participating writers are receiving any OTHER production executive credits (co-producer, associate producer, etc) include their names and titles on the **OTHER PRODUCTION EXECUTIVES...** line.
4. **WRITING CREDITS ON SCREEN:** Include the proposed writing credit, not just the writers' names. For example: "Written by Writer A" or "Screenplay by Writer B and Writer C, Story by Writer A". Use an ampersand ("&") between the writers' names of writers who performed services as a writing team. Use an "and" between the names of writers writing separately. No other punctuation is allowed in the writing credit.
5. **ON SCREEN SOURCE MATERIAL CREDIT, if any:** If the film is based on underlying source material, and the Company chooses to credit the source material on screen, list the proposed source material credit here. For example: "Based on the book by John Doe".
6. **ON SCREEN AND/OR IN ADVERTISING, presentation and production credit, IF ANY:** List any Company presentation credits or "Film by" type credits here. For example: "Company A presents a Company B production, A Film by Writer A."
7. **SOURCE MATERIAL upon which the motion picture is based, IF ANY:** If there is any underlying source material, even if not credited on screen (see #5), list it here. Source material can include books, magazines, newspaper articles, etc, OR any material (treatments, screenplays) written outside of the Guild's jurisdiction.
8. **PROTEST DEADLINE:** "The above tentative writing credits will become final unless a protest is communicated to the undersigned not later than 6:00 pm on \_\_\_\_\_." Count **12 BUSINESS DAYS** from the date the NTWC is sent to the writers and the Guild and fill in that date here. If the NTWC needs to be revised, the protest deadline also must be revised to take into account the new date of dispatch. The writing credits will become final after this time period has elapsed unless the proposed credits trigger an automatic arbitration or if a protest is received from a participant and/or the Guild. If the proposed credit triggers an automatic arbitration, do not fill in a protest deadline. Instead, write the words "automatic arbitration" on this line.  
**An AUTOMATIC ARBITRATION** is triggered in the following instances:
  1. If a **production executive** is proposed for writing credit and there are other non-production executive writers on the project;
  2. If **more than two writers** are proposed for Screenplay by or Written by credit;
  3. If an "**Adaptation by**" or "**Screen Story by**" credit is proposed.
9. List the **Company** name (the WGA Signatory Company or the company which has assumed the MBA obligations), the **current date** and the name, address and phone number of the person submitting the NTWC. This person must also **sign** the NTWC.

The completed NTWC may be delivered to the Guild by **email to [ntwc@wga.org](mailto:ntwc@wga.org), fax, messenger, or any TRACKABLE, VERIFIABLE delivery.** When sending the NTWC to the Guild, it should be addressed to the attention of the Screen Credits Administrator. Please see Theatrical Schedule A for specific rules governing the delivery of the NTWC and final shooting script to the participating writers. **Email is not acceptable for delivery to the writers.**

In the event a participant or the Guild protests the proposed credits, or in the case of an automatic arbitration, the Company is required to submit 3 copies of all literary and source materials to the Guild for credit determination. Please call for details.

For **team waivers** (teams of more than 3 writers), please contact Fawn Catigbe in the Credits Department at 212-767-7804. Team waivers must be requested prior to employing the team on the project.

If you need more information, please call the Credits Department at (212)76-7804.  
Address: **WGAE, 250 Hudson St., New York, NY 10013**

**NOTICE OF TENTATIVE WRITING CREDITS - THEATRICAL**

**TO:** Writers Guild of America, West, Inc., 7000 West Third Street, Los Angeles, CA 90048 (Fax: 323/782-4805) or Writers Guild of America, East, Inc., 250 Hudson St., New York, NY 10013 (Fax: 212/582-1909)

**AND**

All Participating Writer(s) (or the current agent, if participant so elects)

**NAME(S) OF PARTICIPATING WRITER(S)**

**ADDRESS(ES)**

_____	_____
_____	_____
_____	_____
_____	_____

**TITLE OF MOTION PICTURE:** \_\_\_\_\_

**EXECUTIVE PRODUCER:** \_\_\_\_\_

**PRODUCER:** \_\_\_\_\_

**DIRECTOR:** \_\_\_\_\_

**OTHER PRODUCTION EXECUTIVE(S), AND THEIR TITLE(S),  
IF PARTICIPATING WRITER(S):** \_\_\_\_\_

Writing Credits on this production are tentatively determined as follows:

**ON SCREEN:** \_\_\_\_\_

**ON SCREEN SOURCE MATERIAL CREDIT, IF ANY:** \_\_\_\_\_

\_\_\_\_\_

**ON SCREEN AND/OR IN ADVERTISING, presentation and production credit, IF ANY:**

\_\_\_\_\_

**SOURCE MATERIAL upon which the motion picture is based, IF ANY:**

\_\_\_\_\_

The final shooting script is being sent to all participating writers with the notice of tentative writing credits.

The above tentative writing credits will become final unless a protest is communicated to the undersigned not later than 6:00 pm on

\_\_\_\_\_.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Telephone: