

NEW MEDIA NOTICE OF TENTATIVE WRITING CREDITS (“NTWC”)

The following are general answers to questions most frequently asked of the Credits Department regarding completing 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 Television Credits Manual.

Before the writing credits are finally determined and as soon as practicable following the completion of principal photography, the Company is required to send a completed copy of the attached NTWC to the Guild and to each participating writer (or the participant’s current representative, if the participant so elects). See Paragraph 11 of Television Schedule A of the MBA.

- 1. PARTICIPATING WRITERS:** At the top of the form, list all participating writers, even if they are not proposed for credit. Under Addresses, list the address of the participant or the participant’s current representative to where the NTWC and the final shooting script are being sent. **All participating writers must receive the NTWC and the final shooting script.**
- 2. PROGRAM INFORMATION:** List the name of the series or program. Include the “Original Exhibition Site” and the length of the program. Where applicable, please list the webisode title and production number. If it is not an episodic series, list the type of show (e.g., comedy/variety, documentary, etc.)
- 3. PRODUCTION EXECUTIVES:** List ALL Executive Producers, Producers, Directors, Story Editors, etc., 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 after “The Proposed Writing Credits on this Episode are Tentatively Determined As Follows.” For example: “Written by Writer A” or “Teleplay by Writer B and Writer C, Story by Writer A.” Teleplay should be listed before Story. Use an ampersand (“&”) between the names of writers who performed services as a team. No other punctuation is allowed.
- 5. SOURCE MATERIAL CREDIT, if any:** List the underlying source material on which the program is based (e.g. Based on the novel by John Doe).
- 6. CONTINUING CREDIT:** List the “Created by” and any other continuing credits (e.g. “Developed by”) on each NTWC in the “continuing credit” space, and indicate if such credit will appear on screen.
- 7. PROTEST DEADLINE:** “The above tentative credits will become final . . . not later than 6:00 pm on ____.” Count **7 BUSINESS DAYS** from date the NTWC is sent to the participating writers and to the Guild and fill that date in the space provided. If the NTWC need to be revised, the protest deadline must also 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 “Teleplay by” or “Written by” credit; 3) if a **“Television Story by”** or **“Adaptation by”** credit is proposed; and 4) if a **“Developed by”** credit is proposed on a series in which there are separated rights.
- 9. COMPANY INFORMATION:** 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, fax, messenger, or any **TRACKABLE, VERIFIABLE** means. The address of the WGAE is 250 Hudson, Street, Suite 700, New York, NY 10013; the fax number is 212/582-1909. When sending the NTWC to the Guild, it should be addressed to the attention of the Administrator of Television & New Media Credits. See Television Schedule A for specific rules governing delivery of NTWC’s to the Guild and participating writers.

In the event a participant or the Guild protests the proposed credits or in the case of an automatic arbitration you are required to submit three copies of all literary and source materials material to the Guild. For general credit waiver information, including team waivers that must be requested prior to the team’s employment, and any other Credit related inquiries, please contact: **Geoff Betts in the WGAE Contracts & Credits Department at 212/767-7852; gbetts@wgaeast.org.**

NOTICE OF TENTATIVE WRITING CREDITS – NEW MEDIA

Date _____

TO: Writers Guild of America, East, Inc., 250 Hudson St., Suite 700, New York, NY 10013 (Fax: 212/582-1909) or
Writers Guild of America, West, Inc., 7000 West Third Street, Los Angeles, CA 90048 (Fax: 323/782-4805)
AND

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

NAME(S) OF PARTICIPATING WRITER(S)

ADDRESS(ES)

Title of Episode: _____ **Production #:** _____

(If Pilot or other special or unit program, please indicate exhibition site and length)

Series Title: _____ **Original exhibition site:** _____

Producing Company: _____

Executive Producer: _____

Producer: _____ **Assoc. Producer:** _____

Director: _____

Other Production Executives: _____

WRITING CREDITS ON THIS EPISODE ARE TENTATIVELY DETERMINED AS FOLLOWS:

Writing credits **will** / **will not** appear ON SCREEN.

If on screen credit is accorded on this episode, it shall appear as follows (check one):

As determined

Written by _____ (for dramatic programs only)
(name(s) of writer(s))

Writers _____ (for all other programs)
(name(s) of writer(s))

“Click Through” credits **will** / **will not** be used. (check one)

Source material credit ON THIS EPISODE, if any:

The source material credit **will** / **will not** appear on screen. (check one)

Continuing source material or *Created By* credit, if any:

The continuing source material or *Created by* credit **will** / **will not** appear on screen. (check one)

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 or a request to read the final script is communicated to the undersigned not later than 6:00 p.m. on

(date)

(Company)

Signature

Date: _____

Name: _____

(Please PRINT clearly)

Title: _____

Address: _____

Telephone: _____