

**NEW MEDIA NOTICE OF TENTATIVE WRITING CREDITS ("NTWC")**

**TO:** Writers Guild of America, East, Inc., 250 Hudson Street, New York, NY 10013 (Fax: 212-582-1909) (email: **WGAE-NTWCs** & **NEWMEDIA-NTWC**) **OR**  
Writers Guild of America, West, Inc., 7000 West Third Street, Los Angeles, CA 90048 (Fax: 323-782-4805) (email: **NEWMEDIA-NTWC**)

**AND** All Participating Writer(s) (or the current agent, if participant so elects) <sup>i</sup>

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

**ADDRESS(ES)**

_____	_____
_____	_____
_____	_____

TITLE OF EPISODE: \_\_\_\_\_ PRODUCTION #: \_\_\_\_\_  
(indicate if pilot)

SERIES TITLE: \_\_\_\_\_ ORIGINAL EXHIBITION SITE: \_\_\_\_\_

PRODUCING COMPANY: \_\_\_\_\_

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

PRODUCER: \_\_\_\_\_ ASSOC. PRODUCER: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ STAFF WRITER(S): \_\_\_\_\_

OTHER PRODUCTION EXECUTIVE(S), IF PARTICIPATING WRITER(S): \_\_\_\_\_

WRITING CREDITS ON THIS EPISODE ARE TENTATIVELY DETERMINED AS FOLLOWS:

Writing credits    **WILL** /    **WILL NOT** appear ON SCREEN. (CHECK ONE)

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 6:00PM on \_\_\_\_\_ .  
(DATE)

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ NAME (PLEASE PRINT CLEARLY): \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

<sup>i</sup> The NTWC may be sent to a participating writer via EMAIL only if the writer's representative is also given email notice and *only* if the writer's personal services contract includes the following: (a) the writer's express agreement to receive notices by email; (b) the writer's email address; and (c) the email address of the writer's designated personal representative, which address must be an individual address and not a general company address.

## **NEW MEDIA NOTICE OF TENTATIVE WRITING CREDITS ("NTWC")**

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 NEW MEDIA NOTICE OF TENTATIVE WRITING CREDITS ("NM NTWC") to the Guild and to each participant.

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 NTWCs and credit determinations please refer to the Theatrical and Television Basic Agreement ("MBA") and the Television and Separated Rights Manual. If you have any questions please [email Rochelle Rubin](#).

1. **PARTICIPATING WRITERS:** At the top of the form, list all participating writers, even if they are not proposed for credit. All participating writers must receive a copy of the NM NTWC and the final shooting script. 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. **The NTWC may be sent to a participating writer via EMAIL only if the writer's representative is also given email notice and only if the writer's personal services contract includes the following: (a) the writer's express agreement to receive notices by email; (b) the writer's email address; and (c) the email address of the writer's designated personal representative, which address must be an individual address and not a general company address.**
2. **PROGRAM INFORMATION:** Include the "Original Exhibition Site" and the length of the program. Where applicable, list the webisode title and production number. If it is not a series, please list type of program. Contact **Mack Harden** at [mharden@wgaeast.org](mailto:mharden@wgaeast.org) if you are unsure of the category of the Program under the MBA (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, not just the writers' names, after "Writing Credits on this Episode are Tentatively Determined as follows." (e.g., "Written by Writer A" or "Teleplay by Writer B, Story by Writer A.") Teleplay should be listed before Story. Use an ampersand ("&") between the names of members of a bona fide writing team; use "and" between the names of writers writing separately.  
  
Indicate if the credits will be appearing on-screen. If an on-screen credit is accorded, indicate if the "as determined" credit will be appearing or if credit will appear on-screen in the form "Written by" (for dramatic programs) or "Writers" (for all other programs). Indicate if "click through" credits will be utilized.
5. **SOURCE MATERIAL CREDIT, if any:** Indicate if there is source material for the individual program, and if so, whether it will appear on screen.
6. **CONTINUING CREDIT:** List the "Created by" and any other continuing credit and indicate if such credit will appear on-screen. (See Paragraph 23 of TVSA for the rules regarding continuing credits.)
7. **PROTEST DEADLINE:** The date to put after "The above tentative credits will become final [...] not later than 6:00PM on \_\_\_\_." is **seven (7) business days** from the date the NM NTWC is sent to the Participating Writers and to the Guild. The writing credits will become final after this time period unless the proposed credits trigger an automatic arbitration or a protest is received from a participating writer and/or the Guild. If the NM NTWC needs to be revised, this date must also be revised to reflect the date on which the revised NM NTWC is sent **and the revised NTWC must be sent to both the Guild and all participating writers.**
8. **COMPANY INFORMATION:** At the bottom of the form, 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 NM NTWC should be **addressed to the attention of Rochelle Rubin** and sent to the Guild by any **TRACKABLE, VERIFIABLE** means, including:

- **fax** (212-582-1909, Attention: Rochelle Rubin),
- **mail (via Certified Mail/Return Receipt Requested):** 250 Hudson Street, New York, NY, Attention: Rochelle Rubin,
- **messenger:** contact Rochelle Rubin at [rrubin@wgaeast.org](mailto:rrubin@wgaeast.org) for messenger instructions, or
- **if applicable, email** to [WGAE-NTWCs](#) AND to [NEWMEDIA-NTWC](#).

See Television Schedule A of the MBA for specific rules governing delivery of NTWCs to the Guild and participating writers.

### **OTHER INFORMATION:**

For information about **general credit waivers** or **team waivers**, please [email Rochelle Rubin](#).

**NOTE: Team waivers** (e.g., for teams of four or more writers) must be requested prior to employing the team on the project.

In the event the writing credits must be arbitrated, you are required to submit three copies of all literary and source material to the Guild.

If you need more information, please [email Rochelle Rubin](#).