

WGAW TELEVISION SERIES CHECKLIST

(PLEASE NOTE: If there is any inconsistency between this Checklist and the WGA MBA, the MBA shall prevail.)

ITEM	WHEN DUE/REQUIRED	WHERE TO SEND	GOT QUESTIONS?
WEEKLY WORKLISTS	Weekly	WGAW Membership Dept. Mail*, Fax (323.782.4804) or E-mail to Membership @wga.org	Contact your Labor Relations Dept. or click on "If you're an employer..." at www.WGA.org for more information & a form or call WGAW Membership
CONTRACTS	Copies of all writing contracts, including writer-producer contracts, are required to be submitted to WGAW	Mail to WGAW Contracts Dept.	Contact your Labor Relations Dept. or WGAW Contracts for more information
HEIGHTENED STORY EDITOR CREDITS – WAIVER	Prior to any Story Editor receiving a heightened on-screen writing credit	WGAW Credits Dept. Mail or Fax to: 323.782.4805	Applies to: Executive Story Editor; Creative Consultant; Script Consultant; Executive Story Consultant; Executive Story Supervisor; Executive Script Consultant; Contact your Labor Relations Dept. or WGAW TV Credits for more information
STAFF WRITER ON-SCREEN CREDIT – WAIVER	Prior to any writer receiving on-screen credit as "Staff Writer"	WGAW Credits Dept. Mail or Fax to: 323.782.4805	Contact your Labor Relations Dept. or WGAW TV Credits for more information
TEAM OF 4 OR MORE WRITERS – WAIVER	Prior to commencement of any writing services	WGAW Contracts Dept. Mail or Fax to 323.782.4707	Contact your Labor Relations Dept. or WGAW Contracts for more information
NOTICE OF TENTATIVE WRITING CREDITS ("NTWC")	As soon as practicable upon completion of principal photography	WGAW TV Credits Dept. Mail or Fax to 323.782.4805	Contact your Labor Relations Dept. or click on "Credits" at www.WGA.org for more information & forms or call WGAW TV Credits
PROGRAM FEES	Once episode is produced for network prime time	Directly to Article 14 writers per their contracts	Contact your Labor Relations Dept. or WGAW Contracts for more information
APPLICATION TO COLLABORATE	Prior to rendition of writing services from a team consisting of a production executive and a non-production executive	WGAW TV Credits Dept. Mail or Fax to: 323.782.4805	Contact your Labor Relations Dept. or click on "Credits" at www.WGA.org for more information & forms or call WGAW TV Credits
CERTIFICATE OF COMPLIANCE	Upon completion of collaboration of production executive and non-production executive team	WGAW TV Credits Dept. Mail or Fax to: 323.782.4805	Contact your Labor Relations Dept. or click on "Credits" at www.WGA.org for more information & forms or call WGAW TV Credits
CHARACTER PAYMENTS	At the end of the season	Mail to WGAW Residuals Dept.	Contact your Labor Relations Dept. or call the WGAW at 323.782.4501