

**NOTICE OF TENTATIVE WRITING CREDITS - THEATRICAL**

**REMINDER: DO NOT SHOOT OR RENDER YOUR TITLES UNTIL THEY HAVE BEEN APPROVED BY THE GUILD.**

**TO:** Writers Guild of America, west, Inc., 7000 West Third Street, Los Angeles, CA 90048 (Fax: 323/782-4805) (email: [THEATRICAL-NTWC](mailto:THEATRICAL-NTWC)) or  
Writers Guild of America, East, Inc., 250 Hudson Street, New York, NY 10013 (Fax: 212/582-1909) **AND**  
All Participating Writer(s) (or the current agent, if participant so elects) <sup>1</sup>

**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 \_\_\_\_\_.

***The Script Publication Fee ("SPF") is payable, in the aggregate, to the credited writer(s) and is due within thirty (30) days of the final determination of writing credits. Interest of 1.5% per month accrues on all late payments. Contact the Residuals Department at (323) 782-4700 should you have any questions regarding the SPF.***

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

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

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

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

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

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

<sup>1</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.

## THEATRICAL NOTICE OF TENTATIVE WRITING CREDITS (“NTWC”)

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 323-782-4528.

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 representative, if the participant so elects). See Paragraph 11 of Theatrical Schedule A (“TSA”) 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 representative 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. **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. **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 a bona fide writing team; use “and” between the names of writers writing separately. No other punctuation is allowed.

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. (E.g., “Based on the book by ...”).

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 p.m. 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 and **the revised NTWC must be sent to both the Guild and all participating writers**. 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: (a) If a **production executive** is proposed for writing credit and there are other non-production executive writers on the project; (b) If **3 writers** are proposed for “Screenplay by” or “Written by” credit; (c) If an **“Adaptation by”** credit is proposed; or (d) If a **“Screen Story by”** credit is proposed.

**Note that the Script Publication Fee (“SPF”) is payable, in the aggregate, to the credited writer(s) and is due within thirty (30) days of the final determination of writing credits. Interest of 1.5% per month accrues on all late payments. Contact the Residuals Department at (323) 782-4700 should you have any questions regarding the SPF.**

10. List the **Company** name (the WGA Signatory Company or the company which has assumed the rights to the film), the **date of dispatch of the NTWC** 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, to the attention of the Credits Department, by **email to THEATRICAL-NTWC@WGA.ORG, fax (323/782-4805), messenger (7000 W. 3<sup>rd</sup> Street, Los Angeles, CA 90048), or any TRACKABLE, VERIFIABLE means**. Please see TSA for specific rules governing the delivery of the NTWC and final shooting script to the participating writers.

In the event a participating writer 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 the credit determination. Please call for details.

**REMINDER: YOU ARE REQUIRED TO SUBMIT THE MAIN AND END TITLES TO THE GUILD FOR APPROVAL PRIOR TO PRINTS BEING STRUCK. DO NOT SHOOT OR RENDER YOUR TITLES UNTIL THEY HAVE BEEN APPROVED BY THE GUILD! FOR QUESTIONS REGARDING SUBMISSION OF TITLES, EMAIL STEVE SARNO OR CALL (323) 782-4528.**

For **team waivers** (teams of more than 3 writers), please contact Laurie Espinosa in the Contracts Department at 323-782-4501. Team waivers must be requested prior to employing the team on the project.

If you need more information, please contact the Credits Department at 323/782-4528.