

TELEVISION 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 and Separated Rights 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 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 TV Schedule A (“TVSA”) 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 two copies of 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. **PROGRAM INFORMATION:** List the name of the series or program. Include the network and the length of the program. Where applicable, list the episode title and production number. If it is not an episodic series (sitcom or one hour), list the type of show. (e.g., documentaries, feature news, etc.) Contact the Contracts Department (323/782-4501) if you are unsure of the classification of the Program under the MBA.
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 "On Screen." 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; use the word “and” between the names of writers who performed services separately. 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.
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 here. 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.
8. 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, to the attention of the Administrator of Television & New Media Credits, by any **TRACKABLE, VERIFIABLE** means, including fax (323/782-4805), messenger (7000 W. 3rd Street, Los Angeles, CA 90048), or, if applicable, email (**TV-NTWC@WGA.ORG**). See TVSA for specific rules governing delivery of NTWCs 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. Please call for details.

For general credit waiver information, please contact the TV Credits Coordinator at 323/782-4528. For team waivers (e.g., for teams of four or more) 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 call the Credits Department at 323/782-4528.

NOTICE OF TENTATIVE WRITING CREDITS - TELEVISION

Date _____

TO: Writers Guild of America, West, Inc., 7000 West Third Street, Los Angeles, CA 90048 (Fax: 323/782-4805) (email: TV-NTWC@WGA.ORG) or
Writers Guild of America, East, Inc., 250 Hudson St., Suite 700, New York, NY 10013 (Fax: 212/582-1909)
AND
Participating Writers¹

NAMES OF PARTICIPATING WRITERS

ADDRESSES

Title of Episode _____ Production # _____
(If Pilot or MOW or other special or unit program, indicate Network and length)

Series Title _____

Producing Company _____

Executive Producer _____

Producer _____ Assoc. Producer _____

Director _____ Story Editor _____
(or Consultant)

Other Production Executives _____ Staff Writer _____
(if Participating Writers)

Writing Credits on this episode are tentatively determined as follows:

ON SCREEN:

Source material credit ON THIS EPISODE (on separate card, unless otherwise indicated) if any:

Continuing source material or Created By credit APPEARING ON ALL EPISODES OF SERIES (on separate card):

Revised final script was sent to participating writers on _____

The above tentative credits will become final unless a protest is communicated to the undersigned not later than 6:00 p.m. on _____

(Company)

By _____

Address _____

Phone _____

¹ 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.