

**APPENDIX “D”
REQUEST TO PRODUCE ACTRA–ACA
UNPAID CHARITY PUBLIC SERVICE ANNOUNCEMENT
(PSA) COMMERCIAL**

NEITHER EXCLUSIVITY NOR PRODUCT CONFLICT PERMITTED

- Performer transportation included
- a Performer called for second and subsequent auditions shall be reimbursed per Article 907
- free wardrobe (unless rented)

Please complete the following form:

Signatory Engager Name _____

Commercial Name _____

Agency Email _____ Attention to _____

Product(s) _____

Children Involved (list ages) _____

Tentative Shooting Dates _____

Date Emailed to Agent _____ Date Emailed to ACTRA _____

Received by Local ACTRA Office _____

Approved by Local ACTRA Office _____

Consultation with ACTRA must take place prior to production of PSA commercials and be followed up in writing. See Article 1101, paragraphs (a) to (f).

Note: This form must be cleared with the local ACTRA office no less than forty-eight (48) hours before auditions (or booking/casting, if no auditions are held) begin. If it is not, full commercial rates and use payments are in full effect.