

**AMERICAN FILM INSTITUTE
DIRECTING WORKSHOP FOR WOMEN**

BASIC POLICY AND AGREEMENT

- 1) All projects directed under the auspices of the Directing Workshop for Women ("DWW") by Workshop participants shall be the property of and copyrighted in the name of the American Film Institute.
- 2) All DWW projects will be shot on HD with an edited running time of no more than 20 minutes.
- 3) Each production is scheduled for one day to pick up equipment, one day to return equipment and five shooting days. No shooting may take place on pick-up or return days.
- 4) The DWW provides a unique opportunity for the projects of the Workshop to be conducted with Screen Actors Guild members and for the projects to receive distribution. This is possible because of agreement between the AFI and SAG. Participants in the DWW are obligated to follow all provisions of that agreement and will co-sign individual agreements with SAG for their project.
- 5) The writer of any project, even if it is the Workshop participant herself, should, at a minimum, grant non-exclusive literary rights to the institute to produce, exhibit and/or distribute the project, pursuant to one of the alternatives set forth in the production handbook. The writer of such written material must warrant that it does not infringe upon or violate the rights of any person, firm or corporation.
- 6) All commercial and non-commercial distribution rights to the projects are the sole property of the American Film Institute. Should such distribution take place, AFI will share any net profits equally with the Workshop participant. Net profits shall be defined as all monies actually received in cash by AFI which exceed any payments due to the Guilds, the actors appearing in the project and customary distribution costs.
- 7) Participant understands that no published music is permitted under any circumstances.
- 8) Participant agrees to be bound by the specification that no principal photography may take place beyond the 30 mile zone as established by SAG. Participant may submit a proposal to shoot second unit footage (defined as photography executed without cast) outside of the 30 mile zone, to be approved at the discretion of the Directing Workshop for Women.
- 9) The Workshop participant is responsible for maintaining the production within the budget dictated by the SAG contract.
- 10) The AFI shall have final jurisdiction over all credits. No less than 10 days prior to online a proposed list of credits **must** be submitted to the DWW office for approval.

The Workshop participant must include end credit page as described in the production manual and must include AFI's copyright notice at the end of the tape.

The project's master tape is the property of the AFI.

The undersigned hereby acknowledges and agrees as follows:

- 1) I have read all of the items contained in the Basic Policy of the Directing Workshop for Women and agree to abide by the policies and procedures as outlined.
- 2) I am neither an employee nor an agent nor a joint venturer or partner of AFI and nothing contained in the DWW Handbook or any other agreement I may enter into with AFI in connection with my participation in the Directing Workshop for Women program shall be construed to make me an employee, agent, joint venturer or partner of the institute, and I shall not represent myself to any third parties in any of the foregoing capacities. I may not enter into any agreement or undertake any obligations whatever in the name of or on behalf of the American Film Institute.
- 3) I specifically acknowledge having read the section on insurance in the DWW Handbook which fully explains the institute's limited insurance coverage (for which my budget will be charged), my possible liability for any deductibles, and possible liability of my own negligence and the negligence of others under my direction, and my liability for areas that are not covered and are my sole responsibility, such as insurance for vehicles.
- 4) I hereby agree to indemnify, hold harmless and defend AFI from all claims, damages and liabilities of any kind whatsoever, including but not limited to all attorneys' fees reasonably incurred in connection therewith, which in any way result from or arise out of any breach or claim of breach of the stated policies and procedures of the institute or my agreements herein, with respect to the Directing Workshop for Women or any act or omission of mine.

_____ Date: _____

Signature of DWW Participant

Name typed or printed

Street Address

City, State, Zip

Area Code & Phone Number