

**NOTICE OF TENTATIVE WRITING CREDITS – NEW MEDIA**

**TO:** Writers Guild of America, west, Inc., 7000 West Third Street, Los Angeles, CA 90048 (Fax: 323/782-4805)  
(Upload here: <https://www.wga.org/the-guild/about-us/contact-us/sendfile/newmedia-ntwc>) or  
Writers Guild of America, East, Inc., 250 Hudson St., New York, NY 10016 (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)**

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**Title of Episode:** \_\_\_\_\_ **Production #:** \_\_\_\_\_  
(indicate if pilot)

**Series Title:** \_\_\_\_\_ **Original exhibition site:** \_\_\_\_\_

**Producing Company:** \_\_\_\_\_

**Executive Producer:** \_\_\_\_\_

**Producer:** \_\_\_\_\_ **Assoc. Producer:** \_\_\_\_\_

**Director:** \_\_\_\_\_ **Staff Writer(s):** \_\_\_\_\_

**Other Production Executive(s), if Participating Writer(s):** \_\_\_\_\_

**WRITING CREDITS ON THIS EPISODE ARE TENTATIVELY DETERMINED AS FOLLOWS:**

**Writing credits  will /  will not appear ON SCREEN.**

**If on screen credit is accorded on this episode, it shall appear as follows (check one):**

As determined

Written by \_\_\_\_\_ (name(s) of writer(s)) \_\_\_\_\_ (for dramatic programs only)

Writers \_\_\_\_\_ (name(s) of writer(s)) \_\_\_\_\_ (for all other programs)

“Click Through” credits  will /  will not be used. (check one)

**Source material credit ON THIS EPISODE, if any:**

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<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.

The source material credit  **will** /  **will not** appear on screen. (check one)

**Continuing source material or *Created By* credit, if any:**

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The continuing source material or *Created by* credit  **will** /  **will not** appear on screen. (check one)

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 or a request to read the final script is communicated to the undersigned not later than 6:00 p.m. on \_\_\_\_\_  
(date)

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

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please PRINT clearly)

Title: \_\_\_\_\_

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

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

## **NEW MEDIA NOTICE OF TENTATIVE WRITING CREDIT (NM NTWC)**

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 NEW MEDIA NOTICE OF TENTATIVE WRITING CREDITS ("NM NTWC") to the Guild and to each participant.

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 NTWCs and credit determinations please refer to the Theatrical and Television Basic Agreement ("MBA") and the Television and Separated Rights Manual. If you have any questions please call the Credits Department at 323/782-4528.

List all participating writers at the top of the NM NTWC, even if not proposed for credit. All participating writers must receive a copy of the NM 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.**

Include the "Original Exhibition Site" and the length of the program. Where applicable, list the webisode title and production number. If it is not a series, please list type of program. Contact the Contracts Department 323/782-4501 if you are unsure of the category of the program under the MBA. (*E.g.*, comedy/variety, documentary, etc.).

Include the proposed writing credit after "Writing Credits on this Episode are Tentatively Determined as follows." (*e.g.*, "Written by Writer A" or "Teleplay by Writer B, Story by Writer A.") Teleplay should be listed before Story. Use an ampersand ("&") between the names of members of a bona fide writing team; use "and" between the names of writers writing separately.

Indicate if the credits will be appearing on-screen. If an on-screen credit is accorded, indicate if the "as determined" credit will be appearing or if credit will appear on-screen in the form "Written by" (for dramatic programs) or "Writers" (for all other programs). Indicate if "click through" credits will be utilized.

Indicate if there is source material for the individual program, and if so, whether it will appear on screen.

List the "Created by" and any other continuing credit and indicate if such credit will appear on-screen. (See Paragraph 23 of TVSA for the rules regarding continuing credits.)

The date to put after "The above tentative credits will become final . . . not later than 6:00 pm on \_\_\_\_." is seven (7) **business** days from date the NM NTWC is sent to the Participating Writers and to the Guild. The writing credits will become final after this time period unless the proposed credits trigger an automatic arbitration or a protest is received from a participating writer and/or the Guild. If the NM NTWC needs to be revised, this date must also be revised to reflect the date on which the revised NM NTWC is sent and **the revised NTWC must be sent to both the Guild and all participating writers.**

List the Company at the bottom of the form. Include the name of the Company contact and his/her phone numbers and address on the NM NTWC.

The NM NTWC should be addressed to the Credits Department and sent to the Guild by certified or registered mail or messenger at **7000 West 3<sup>rd</sup> Street, Los Angeles, CA 90048**, via facsimile at (323) 782-4805, or, if applicable, **or upload to <https://www.wga.org/the-guild/about-us/contact-us/sendfile/newmedia-ntwc>**. See Television Schedule A of the MBA for specific rules regarding delivery of NTWCs.

### **Other information:**

For general credit waiver information, please contact the Credits Department at 323/782-4528.

For team waivers (*e.g.*, for teams of four or more) please contact the Contract Department as 323/782-4501. *A request for a team waiver must be made prior to employing the team on the project.*

In the event the writing credits must be arbitrated, you are required to submit three copies of all literary and source material to the Guild.

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