



Please review and complete the accompanying documents. The information below should answer any questions, but feel free to email the office should there be anything left unanswered. Please return original, signed copies.

1. The Contract – This is the standard ATA approved contract. This identifies LTG as your representative in the entertainment industry as it pertains to the specific areas of representation (Commercial).
2. The Print Contract - This is a separate contract as commissions are figured different than OCP contracts. Print commission is payable at 20% by the client and is industry standard. Sometimes we are able to negotiate an additional fee for the agency, as there is typically a good buy out for the client but no residuals. We don't submit on small buyouts as it must be worth the client's time to do the work.
3. Minors Contract – This is for the parent/guardian as minors are not ever legally bound by contract. For our protection as your child's representative, this documents serves as your acknowledgment and understanding of our mutual responsibility in this contract.
4. Rider – This identifies you as the legal guardian/parent of the minor and is kept for our record.
5. Bank Deposit – The bank requires this document in order to deposit into the client trust account (this is not the same as the Coogan trust account which is only accessible to producers and is completely separate from the client trust account).
6. LTG Client info sheet – This is very important for your rep to have, as it will tell us everything we need to know to make the most of our submissions on your behalf. If there is something that does not apply, please indicate with "N/A" so we know you didn't miss that question. Note some questions are specific to age (adult vs. youth/minor).
7. Sag/Afra Residual Check Authorization – This is to advise Sag/Afra to forward checks to LTG for commission and client Payment issuance.
8. Sag/Afra Commercial Check Authorization – This is to advise Sag/Afra to forward checks to LTG for commission and client Payment issuance.
9. I-9 – This document is required by the federal government to confirm you are legally permitted to work in the United States.

10. Policies and Procedures - Please read through this as it will be helpful in getting you set up on the sites. Also, it provides general information regarding what we expect from you and what you can expect from us as your agent.

11. Work Permit Form- This needs to be completed and turned into the Department of Labor and the issuance of a work permit in the Entertainment Industry.