



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.

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 (Theatrical).
2. LTG Check Authorization – We need to send this to production accounting so checks can be processed accordingly. It is important for the checks to come to us as there are many things that are not commissionable and it is common for clients to overpay commissions when checks are sent directly to them. Only sign the bottom of this form. We will complete as necessary for production.
3. 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).
4. Sag/Afra Residual Check Authorization – This is to advise Sag/Afra to forward checks to LTG for commission and client Payment issuance.
5. I-9 – This document is required by the federal government to confirm you are legally permitted to work in the United States.
6. 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.