



Rules and Procedures for 2019 Awards Eligibility - Television Series and Specials

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PREFACE

These rules provide an overview of the standards and procedures applied by the Producers Guild of America (“PGA”) in determining eligibility for the PGA’s producing honors and awards. It identifies those producers who have performed a significant portion of the producing functions in a decision-making capacity throughout the production. The PGA’s awards eligibility process is relied upon by, among others, the Television Academy and the Hollywood Foreign Press Association in determining which producers may be deemed eligible for their producing honors and awards.

The producing functions identified in these rules and procedures are NOT organized as a "checklist" to be used in pursuit of producing awards. To be eligible for producing awards, the producer must always place what is best for the production above all other considerations. For example, efforts by those seeking producing awards to insert themselves into meetings or work environments where they are unwelcome or unproductive, solely to fulfill some perceived criteria for eligibility, not only will impede the production process, but also will negatively impact the industry as a whole. Such detrimental conduct may be grounds for denial of eligibility for producing awards. Further, awards eligibility may not be available to those who use coercive or deceptive practices to convey the impression that the PGA’s standards for eligibility have been met. The PGA expressly reserves the right to interpret and apply its standards in the manner that it alone deems appropriate.

Thank you for supporting fair eligibility standards and upholding the integrity of the producer credit by participating in this process.



RULES AND PROCEDURES FOR 2019 AWARDS ELIGIBILITY TELEVISION SERIES AND SPECIALS

A. ELIGIBILITY TO APPLY FOR AWARDS CONSIDERATION

1. Eligibility of Television Series and Specials. A series or special may be submitted for awards consideration if it originally released in the United States between January 1, 2018 and December 31, 2018 (“Eligibility Period”) and otherwise meets the following eligibility requirements:
 - a. *Running Time and Episode Requirements.*
 - i. **Comedy and Drama Series:** At least six (6) episodes of the series must have originally released during the Eligibility Period, and the season(s) submitted must not previously have been included on any Producers Guild Awards ballot. In keeping with the spirit of the rules and procedures promulgated by the Television Academy, any series where the average episode running time ranges between twenty (20) and thirty-five (35) minutes is eligible to enter in the episodic comedy category; and any series where the average episode running time ranges between forty-five (45) and sixty-five (65) minutes is eligible to enter in the episodic drama category. If a comedy or drama series formally petitions the Television Academy for eligibility in an alternative category (i.e. a thirty minute series submits as a “drama” or a sixty minute series submits as a “comedy”), the Production Company (as defined below) must submit the series to the PGA in the same category. If the Television Academy issues a final determination with respect to a petition to change categories after the series has been submitted to the PGA, the submitter must notify the PGA of any change immediately, but by no later than **September 27, 2018**.
 - ii. **Non-Fiction, Live Entertainment/Talk Television and Competition Series:** At least (3) episodes of the series must have originally released during the Eligibility Period, the average episode running time must be at least twenty (20) minutes, and the season(s) submitted must not previously have been included on any Producers Guild Awards ballot.
 - iii. **Specials:** The special must have originally released during the Eligibility Period, have a running time of at least twenty (20) minutes, and must not previously have been included on any Producers Guild Awards ballot.
 - b. *Fee.* The fee for inclusion of the series or special on the Producers Guild Awards ballot is two hundred dollars (\$200.00).
 - c. *Submission Deadline.* To apply to have the series or special included on the ballot, the Production Company¹ must complete a Notice of Producing Credits Form at www.producersguildawards.com and submit the form by no later than September 27, 2018.
 - d. *Ballot Category.* The category to which the series or special is submitted must be the most reasonably appropriate awards category for the program, as initially selected by the Production Company submitting the program, and ultimately determined in the sole discretion of the PGA. It is the responsibility of the Production Company to provide correct information regarding the series or special on the Notice of

¹ The “Production Company” is defined as the copyright owner or other person or business entity legally authorized to designate the producing credits that appear onscreen in the release of the series or special within the United States.

Producing Credits Form. The PGA may, at any time, disqualify any series or special that it determines to be ineligible.

2. Eligibility of Producer.

- a. *Eligible Titles.* A producer may be considered for awards eligibility only if she or he has been contractually credited and credited onscreen with an “Eligible Title” (as defined below) in the special or in at least one half of the episodes of the eligible season(s) for the television series. Membership in the PGA, a non-profit organization, is not required for – and is irrelevant to – the awards eligibility determination.

Eligible Titles

Comedy and Drama Series/Specials

Executive Producer
Co-Executive Producer
Supervising Producer
Producer
Produced By

***Non-Fiction, Live Entertainment/Talk
Television and Competition Series/Specials***

Executive Producer
Co-Executive Producer
Supervising Producer
Senior Producer
Series Producer
Producer
Produced By

- b. *Number of Awards.* The PGA imposes no numerical limitation on the number of producers who may be deemed eligible for awards for a given series or special.

B. DEFINITION OF PRODUCER ELIGIBILITY

1. Producing Job Description. Producers contractually credited and credited onscreen with an Eligible Title must perform, in a decision-making capacity, a significant portion of the producing functions throughout the series or special. The following shall be considered in determining awards eligibility:
- a. *Development/Pilot.* During the development/pilot phase, the producer typically conceives of the program’s concept or format and pitches the project to networks and/or distributors. She or he also selects the director, principal cast and other members of the producing team, and, where applicable, selects the pilot’s writer(s) and conceives of, or helps to create, a series “bible.”
- b. *Production.* During the production phase, the producer typically selects key members of the creative team, approves all storylines and scripts, participates in all department meetings, selects or otherwise approves the hiring of all department heads and episodic directors (where applicable), and serves as the primary point-of-contact with the Production Company, network, studio and/or distributor. The producer will further approve all call sheets, production reports and schedules, supervise and approve the programming budget (including, for series, amortization and pattern budgets), supervise and approve all location scouting and the selection of both stage and production facilities as well as vendors, and offer general supervision of the day-to-day operations of the shooting company as well as all talent and crafts.
- c. *Post-production/delivery.* During the post-production/delivery phase, the producer serves as the primary point-of-contact for delivery requirement issues, including final cuts, release dates and standards and practices, selects or approves the choice of post-production facilities and negotiates any deals for their use, views the dailies as well as the director’s cut, participates in the approval of the final cut of each

episode (or of the entire program, for specials), supervises or approves the use of sound materials (including music, effects, and ADR), and provides ongoing consultation regarding the marketing of the program.

2. Additional Criteria for Producers with Other Roles

- a. *Executive or Employee of a Network, Distributor, Studio or Platform.* If an executive or employee of a network, distributor, studio or platform for the series or special is credited with an Eligible Title, she or he must demonstrate a significant and dedicated commitment of time and resources to the production of the series or special beyond and in addition to her or his duties as an executive/employee.
- b. *Series showrunner.* The role of a showrunner on a television series is a unique one. The showrunner's importance to the producing process merits special consideration for the purpose of awards eligibility, particularly where a showrunner guides a successful series in its initial season(s), creating crucial templates for later seasons to follow. Such showrunners may be deemed eligible for producing honors, even after their departure from the series and despite their reduced role in the day-to-day production, provided they meet the following criteria: (1) service as showrunner of the series through the completion of its initial season; (2) retention of onscreen credit as "Executive Producer"; and (3) a continuing contribution of active consultation services on the series.
- c. *Consulting Producer.* In exceptional cases, producers credited with a "Consulting Producer" title on a majority of the episodes of a Comedy or Drama Series originally produced during the Eligibility Period may be deemed eligible for awards consideration if they function at a senior level of producers on a full-time basis but, due to internal production practices, received a credit of "Consulting Producer."

C. PGA ADMINISTRATIVE PROCEDURE

1. Collection of Information for Producer Eligibility Determination. At its discretion, one or more PGA staff members responsible for administering the awards eligibility determination process (collectively, the "PGA Administrator") may contact the submitter, producers and/or crew members to obtain information and/or may conduct independent research in order for the PGA to make a determination as to which producers with Eligible Titles ("Participants") may be deemed awards eligible for the series or special ("Eligibility Determination"). The information obtained will be kept strictly confidential for awards consideration only.
2. Evaluation of Information. In determining eligibility, the PGA shall consider the individual contributions of each Participant relative to the specific circumstances of production, granting greater weight to individual contributions likely to reflect substantive producing responsibility (e.g., significant involvement in the creation and production of the pilot is weighed more heavily for new series than for well-established series; the responsibility for interfacing with the Production Company, network, platform or distributor across one or more seasons is weighed more heavily than responsibilities which take place on an episode-to-episode basis, such as the hiring of a given episodic director). In its sole discretion, the PGA may give greater weight to information or evidence provided by the showrunner(s). The PGA also may consider the following:
 - a. *Producer working to the detriment of production.* The PGA may take special notice of any Participant who hinders the production process through unwelcomed intrusion into aspects of the process outside her or his appropriate responsibilities. Should the PGA determine that a Participant has engaged in such detrimental behavior, it may, at its discretion, choose to deny eligibility to that Participant notwithstanding that she or he otherwise met the standard of responsibility for a significant portion of the producing functions.
 - b. *Producer's misrepresentation or omission of material information or material interference with third-party fact gathering.* A Participant may not withhold or misstate information material to the eligibility

determination process or materially interfere with the PGA's efforts to gather accurate and confidential information. The PGA may take special notice of any Participant who withholds or misstates information material to the eligibility determination process or who materially frustrates the truthful disclosure of any third party by: (1) obstructing access by the PGA to such party, or (2) coaching, coercing, or improperly influencing a third party to manipulate the outcome of any Eligibility Determination. Should the PGA determine that a Participant has engaged in such conduct, it may, at its discretion, choose to deny eligibility to that Participant even if she or he exercised sufficient responsibility for a significant portion of the producing functions. The PGA retains the right to rescind a determination that a Participant is awards eligible upon receiving evidence, at any time, that she or he has engaged in the behavior described in this section.

3. The Eligibility Determination. After review of the information collected, the PGA shall render an Eligibility Determination, which shall state which of the Participants, if any, are awards eligible. If the eligibility of a Participant is a "close call" the PGA will err on the side of inclusion. The Panel's decision shall be communicated to each Participant by the PGA Administrator (the "Eligibility Determination Letter").
4. Confidentiality. The information collected and the content of the PGA's discussion and deliberation shall remain confidential and shall not be shared with any other individual or entity, except as required by law or as required to: (1) inform PGA Officers, staff, or awards officials of other industry organizations that rely upon the Eligibility Determination for the purpose of conferring producing honors; or (2) process a request for reconsideration as set forth in Section D, below. Notwithstanding the foregoing, the Eligibility Determination itself (once final after either the time to request reconsideration has expired or the PGA has confirmed or modified the Eligibility Determination) may be made public on the PGA website, IMDb or IMDbPro, or in materials accessible by the public at large.
5. Rule Interpretation and Modification. The PGA expressly reserves the right to interpret and apply these rules in the manner that it alone deems appropriate. These rules may be modified, amended, and/or restated from time to time in the sole discretion of the PGA.

D. REQUEST FOR RECONSIDERATION

1. Time to File Request for Reconsideration. A Participant who was deemed not to be awards eligible ("Petitioner") may request that the PGA reconsider her or his eligibility by sending a written request to the PGA Administrator within five (5) business days of the Eligibility Determination Letter. The request must be made in good faith based upon the availability of relevant probative information that the Participant must provide to the PGA.
2. Procedure. Following a timely request for reconsideration, the PGA will send to the Petitioner an Individual Producer Eligibility Form ("Eligibility Form"). The Petitioner must complete the Eligibility Form in its entirety, taking care to detail in the written statement portion of the form all relevant and probative information that supports her or his claim to be deemed awards eligible. The PGA will review the Eligibility Form and collect other information, as it deems appropriate, to determine whether the Eligibility Determination should be modified. The PGA shall communicate to the Participants whether the Eligibility Determination has been modified or confirmed.