



# Rules and Procedures for 2025 Awards Eligibility – Televised or Streamed Motion Pictures

## TABLE OF CONTENTS

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PREFACE.....	3
RULES AND PROCEDURES FOR 2025 AWARDS ELIGIBILITY	
A. ELIGIBILITY TO APPLY FOR AWARDS CONSIDERATION	
1. Eligibility of Televised/Streamed Motion Picture.....	4
2. Eligibility of Producer .....	4
B. PRODUCED BY JOB DESCRIPTION .....	5
B. AWARDS ELIGIBILITY STANDARD	
1. Awards Eligibility Standard .....	5
2. Clarifying Criteria for Potential Award Recipients with a Non-Producing Role.....	5
3. Clarifying Criteria for Potential Award Recipients Who Are Also Financiers.....	8
C. PGA ADMINISTRATIVE PROCEDURES	
1. Notice of Producing Credits Form .....	8
2. Potential Award Recipient Eligibility Form.....	9
3. Verification of Potential Award Recipient Involvement Form .....	9
4. Initiation and Scheduling of the Awards Eligibility Determination.....	9
5. Arbiters List.....	9
6. Selection of an Awards Eligibility Determination Panel .....	9
7. Late-Elevated Potential Awards Recipients .....	10
8. Rule Interpretation and Modification .....	10
D. AWARDS ELIGIBILITY DETERMINATION PANEL PROCEDURES	
1. Documentation Submitted to the Producers Awards Eligibility Determination Panel .....	10
2. Panel Guidelines.....	10
3. The Panel’s Decision.....	12
4. Confidentiality .....	13
E. REVIEW OF THE AWARDS ELIGIBILITY DETERMINATION BY AN APPELLATE PANEL	
1. Request for Appeal.....	13
2. Documentation for Appeal .....	13
3. Appellate Panel.....	13
4. Appellate Decision .....	14

## PREFACE

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These rules provide an overview of the standards and procedures applied by the Producers Guild of America (“PGA”) in determining awards eligibility. The awards eligibility determination process identifies those producers determined by the PGA to have performed a major portion of the producing work in a decision-making capacity on a particular animated motion picture. Such determination is based on a review of each producer’s contributions by a panel of experienced motion and/or animated motion picture producers or, as appropriate, by the PGA.

Information is carefully gathered from the participants in the production - including the producers themselves and the key department heads and crew members involved in making the film - to ensure that each producer’s work can be fairly assessed. Membership in the PGA is not relevant to the determination awards eligibility.

The producing functions identified in the Guild’s rules and forms are NOT intended to serve as a "checklist" to be used in pursuit of awards eligibility. To be eligible for awards, the producer must always place what is best for the production above all other considerations. 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 and procedures in the manner that it alone deems appropriate.

**PLEASE NOTE: The PGA’s awards eligibility process will establish which producers are eligible for the PGA’s producing honors for that televised or streamed motion picture and may be relied upon by, among others, the Television Academy and other organizations in determining which producers may be deemed eligible for their producing honors and awards.**

Thank you for supporting fair eligibility standards and upholding the integrity of the Executive Producer, Produced By and Producer credit by participating in this process.



## RULES AND PROCEDURES FOR 2025 AWARDS ELIGIBILITY TELEVISED/STREAMED MOTION PICTURES

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### A. ELIGIBILITY TO APPLY FOR AWARDS CONSIDERATION

1. Eligibility of Televised or Streamed Motion Picture. A televised or streamed motion picture is defined a feature-length original program which tells a story with a beginning, middle and end, and is originally released in one part (“T/SMP”). A T/SMP may be submitted for awards consideration only if it is intended for original release in the United States of America between **January 1, 2024 and December 31, 2024**, does not have a theatrical release and otherwise meets all eligibility requirements set forth herein.
  - a. *Fee.* The fee for inclusion of the T/SMP on the Producers Guild Awards ballot is six hundred dollars (\$600.00).
  - b. *Submission Deadline.* The T/SMP should be submitted **no later than September 27, 2024**.
  - c. *Foreign Language Motion Pictures.* The following additional requirements apply if a majority of the Motion Picture’s dialogue track is not in English:
    - i. Accurate English subtitles are required.
    - ii. The Motion Picture must have commercial distribution within the United States.
    - iii. The submitter must provide at least one (1) third party Verification Form, as defined below, from selected department heads representing each phase of production that are not completed by producers seeking eligibility.
    - iv. All forms must be completed and submitted to the PGA in the English language. The submitter of the Motion Picture should notify the PGA immediately if they deem it necessary to have the forms translated into a language other than English. Please note that the decision regarding whether translation is necessary, and the cost of translation, are entirely the responsibility of the submitter of the Motion Picture. Translation of forms may increase processing times.
  - d. *Motion Picture Disqualification.* Motion Pictures supported through the offering of any form of the “producer” credit as a perk or benefit for campaign backers on public crowdfunding websites will not be considered for awards eligibility. This policy applies regardless of whether the submitted producers were involved in the crowdfunding campaign.
2. Eligibility of Producer. Given the unique nature of T/SMP productions, the producers eligible for awards consideration may be those individuals credited with **only one** of the following credits, and only if the credit is considered the primary producing credit, as defined herein: **Executive Producer, Produced By or Producer** (the eligible producers hereinafter called “Potential Awards Recipients”). There is no numerical limitation on the number of Potential Award Recipients who may be eligible for producing honors.
  - a. *Voluntary Participation.* Participation in the awards eligibility process by a Potential Award Recipient is voluntary. However, if the Potential Award Recipient does not participate when invited, the Potential Award Recipient will not later be eligible to be considered for awards eligibility (*see* Section D.2. below).
  - b. *Primary Producing Credit.* For purposes of submission to the PGA, the primary producing credit will be whichever credit is most contiguous to the principal credits of the T/SMP (e.g. contiguous to the writer or director credit), or is otherwise considered to be the primary credit as demonstrated by the submitter and reviewed and approved by the PGA (“Primary Producing Credit”). A submitter may submit only those credited individuals receiving the Primary Producing Credit for the T/SMP, be it the Executive Producers, Produced By or Producers, but must submit all producers with such credit (e.g. all Executive Producers if Executive Producer is the Primary Producing Credit). The submitter may not, under any circumstances, submit Executive Producer, Produced By **and** Producer credited individuals for

consideration. Membership in the PGA, a non-profit organization, is not required for -- and is irrelevant to the determination of -- awards eligibility.

## B. PRODUCED BY JOB DESCRIPTION<sup>1</sup>

1. The Produced By credit applies to individuals primarily responsible for the origination and/or management of a T/SMP's production and delivery. This role involves personally making regular, continuous, and substantial decisions regarding creative, production, budgetary, and legal concerns in a constructive and responsible manner across the film's four stages of production. A Produced By's responsibilities across the four stages of production typically include the performance of the following producing functions in a decision-making capacity.
  - a. *Development.* Developing the film's concept, securing rights and initial funding, selecting the writer, and guiding the development process.
  - b. *Pre-production.* Selecting key creative and physical production team members, location scouting, and overseeing the final script, final schedule, and final budget.
  - c. *Production.* Overseeing daily operations, consulting with and resolving issues raised by the key physical production and creative staff, and liaising with financial, studio and/or distribution partners.

## C. AWARDS ELIGIBILITY STANDARD

1. Awards Eligibility Standard. To be eligible for producing honors, the Potential Awards Recipient must have performed, in a decision-making capacity, a major portion of the producing functions on the T/SMP.
2. Additional Criteria for Potential Award Recipients with a Non-Producing Role. Potential Award Recipients who also have a non-producing role on the T/SMP may be eligible for producing honors only if it is demonstrated that, without taking into account decisions they made in their non-producing role, they performed a major portion of the producing functions in a decision-making capacity on the film in their role as a producer, as evidenced by: (i) having substantial responsibility for the overall production and delivery of the film; and (ii) making regular, continuous and substantial decisions regarding production, budgetary, and legal concerns in a constructive and responsible manner.

"Potential Award Recipients with non-producing roles" are those individuals who also contributed to the production in a non-producing capacity including, without limitation, directors, writers, actors, editors, managers, and other representatives.

### *Guidance for Specific Non-Producing Roles*

- a. ***Producer - Director.*** Due to the uniquely flexible nature of the producer-director collaboration, many producing functions may be performed by a director in the course of their directorial duties on the T/SMP. However, this flexibility shall not be interpreted to mean that every director is therefore also eligible for awards. To be eligible for producing honors, the director must have undertaken significant producing duties beyond what they normally would perform as a director.

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<sup>1</sup> The PGA is not involved in the negotiation of the Produced By credit. Such negotiations are exclusively between the producers and applicable companies, copyright owners, and/or their representatives. The description of typical responsibilities provided here is from the PGA's Code of Credits, a document shared for the education and support of producers in the entertainment industry. Please note that while this is a general description of a typical Produced By's responsibilities, it is not an exhaustive list and does not set forth all criteria used in consideration of whether the awards eligibility standard has been met. Please see Sections C and E herein for further detail regarding the Awards Eligibility standard.

If, in addition to performing the producing functions listed in Category A, below (required), a director also personally performs at least two of the functions from Category B, that would be considered strong evidence that the director has met the Awards Eligibility standard.

Category A: <i>Required</i>	Category B:
<p>Director demonstrated that they personally made regular, continuous, and substantial decisions regarding production, budgetary, and legal concerns in a constructive and responsible manner.</p>	<ol style="list-style-type: none"> <li>1. Director personally was involved with the project prior to all other producers, or created, identified, or secured the intellectual property on which the project was based.</li> <li>2. Director personally secured a critical element of the film, such as writer(s), key cast member(s), or financing before the film was greenlit or a majority of the financing was obtained. Director does not get credit for securing themselves as a critical element of the film.</li> <li>3. Director personally resurrected an otherwise stagnant project, or significantly reimagined the script or production, before the film was greenlit or the financing was obtained.</li> </ol>

- b. **Producer – Writer.** In general, contributions to the story or script are considered duties discharged as a writer and may not be counted towards the individual's producing duties if the individual received a writing credit, unless such contributions are clearly producorial. Examples of creative contributions that are not typical of a writer include but are not limited to: selecting and approving principle cast and crew (e.g., director, cinematographer, editor); consulting on and approving costumes, make-up, and hair; viewing and commenting on dailies; and consulting on the edit.

If, in addition to performing the producing functions listed in Category A, below (required), a writer also personally performs at least two of the functions from Category B, that would be considered strong evidence that the writer has met the Awards Eligibility standard.

Category A: <i>Required</i>	Category B:
<p>Writer demonstrated that they personally made regular, continuous, and substantial decisions regarding production, budgetary, and legal concerns in a constructive and responsible manner.</p>	<ol style="list-style-type: none"> <li>1. Writer personally rendered substantial creative contributions to development and pre-production that are beyond those typical of a writer.</li> <li>2. Writer personally secured a critical element of the film, such as director, key cast member(s), or financing before the film was greenlit or a majority of the financing was obtained. Writer does not get credit for securing themselves as a critical element of the film.</li> <li>3. Writer personally rendered substantial creative contributions to physical production that are beyond those typical of a writer.</li> <li>4. Writer personally rendered substantial creative contributions to post-production that are beyond those typical of a writer.</li> </ol>

- c. **Producer – Actor.** In general, contributions to the actor’s own character, marketing as an actor, and other creative input that is typical of an actor may not be counted towards the individual’s producing duties if they also received an actor credit. Examples of creative contributions that are not typical of an actor include, but are not limited to: selecting and approving principle cast and crew (e.g. director, cinematographer, editor); consulting on the overall story arc beyond that of the actor’s character; consulting on and approving costumes, make-up, and hair on characters not played by the actor; viewing and commenting on dailies that do not involve the actor’s character; and consulting on the overall edit with the director, editor, studio, etc.

If, in addition to performing the producing functions listed in Category A, below (required), an actor also personally performs **at least two** of the functions from Category B, that would be considered strong evidence that the actor has met the Awards Eligibility standard.

Category A: <b><i>Required</i></b>	Category B:
Actor demonstrated that they personally made regular, continuous, and substantial decisions regarding production, budgetary and legal concerns in a constructive and responsible manner.	<ol style="list-style-type: none"> <li>1. Actor personally: i) was involved with the project prior to all other producers; ii) created, identified, or secured the intellectual property on which the project was based; iii) secured the director, writer, or financing before the film was greenlit or a majority of the financing was obtained (actor does not get credit for securing themselves as a critical element of the film); or iv) resurrected an otherwise stagnant project, or significantly reimagined the script or production, before the film was greenlit or the financing was obtained.</li> <li>2. Actor personally rendered substantial creative contributions to pre-production and production that are beyond those typical of an actor.</li> <li>3. Actor personally rendered substantial creative contributions to post-production that are beyond those typical of an actor.</li> </ol>

- d. **Producer – Representatives.** In general, contributions that could reasonably be interpreted as representing the interests of the representative’s client may not be counted towards the individual’s producing duties. For example, obtaining a producer credit mainly because of their client’s involvement, acting as a point of contact for their client, or rendering decisions related to their client’s functions on the project, do not qualify as producing contributions for purposes of eligibility.

If, in addition to performing the producing functions listed in Category A, below (required), a representative also personally performs **at least three** of the functions from Category B, that would be considered strong evidence that the representative has met the Awards Eligibility standard.

Category A: <b><i>Required</i></b>	Category B:
Representative demonstrated that they personally made regular, continuous, and substantial decisions regarding budgetary and legal concerns in a constructive and responsible manner.	<ol style="list-style-type: none"> <li>1. Representative personally: i) was involved with the project prior to all other producers and their client; ii) created, identified, or secured the intellectual property on which the project was based before their client was involved; iii) was instrumental in securing a critical element of the film, such as writer(s), director, key cast member(s), or financing before their client was involved and before the film was greenlit or a</li> </ol>

	<p>majority of the financing was obtained; or iv) resurrected an otherwise stagnant project, or significantly reimagined the script or production, before the film was greenlit or the financing was obtained.</p> <p>2. Representative personally rendered substantial creative contributions to pre-production beyond those typical of someone representing their client on the project.</p> <p>3. Representative personally rendered substantial creative contributions to production beyond those typical of someone representing their client on the project.</p> <p>4. Representative personally rendered substantial creative contributions to post-production beyond those typical of someone representing their client on the project.</p>
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3. Clarifying Criteria for Potential Awards Recipients Who Are Also Financiers. An individual who either is a financier or a representative of a financier providing funds for the production and/or distribution of the T/SMP may be eligible for producing honors only if it is demonstrated that they have met the standard of performing a major portion of the producing functions in a decision-making capacity on the T/SMP, in their role as a producer, as evidenced by: (i) a significant and dedicated commitment to production of the T/SMP that goes beyond safeguarding the financing, and (ii) personally making regular, continuous, and substantial decisions regarding budgetary and legal concerns in a constructive and responsible manner.

A "financier" in this context is a person who, directly or through an entity, provides any funds for the production and/or distribution of the T/SMP. A "representative of a financier" in this context is a person who either works for, or has been deputized by, a financier primarily to protect and/or oversee production and/or distribution financing for the T/SMP.

When evaluating such individuals, the Panel, as further defined below, may take into account a variety of factors, including:

1. The manner and extent to which the Potential Awards Recipient became actively involved in the T/SMP (i.e., was the Potential Award Recipient involved in the conception/origination/development of the film prior to the financing, or did they come on at the time financing was secured or thereafter?)
2. The nature and extent of the decision making, including:
  - a) whether such decisions extended into significant creative contributions beyond those typically expected of a financier (i.e. simply approving threshold elements necessary to secure the financing or proceed with funding and/or creative notes generally associated with studio executives is not considered a creative contribution in this context), and
  - b) whether such decisions extended beyond oversight of financing into detailed management of the budget throughout the production in service of creation of the T/SMP.

#### D. PGA ADMINISTRATIVE PROCEDURES

1. Notice of Producing Credits Form. The T/SMP's copyright owner or other person or business entity legally authorized to designate the producing credits that appear onscreen in the T/SMP's release within the United States ("Production Company") may begin the awards eligibility determination process by submitting the

PGA: (i) all individuals with the contractual Primary Producing Credit (which titles must appear in the onscreen principal credits), and (ii) the key department heads and crew members involved in making the T/SMP (“Notice of Producing Credits Form”). The Notice of Producing Credits Form must be submitted online through the website at [www.producersguildawards.com](http://www.producersguildawards.com). The Notice of Producing Credits Form must be submitted and signed by a Production Company.

2. Individual Producer Eligibility Form. Upon receipt of the Notice of Producing Credits Form, one or more PGA staff members responsible for administering awards submissions (collectively, the “PGA Administrator”) will contact each Potential Awards Recipient to inquire as to whether they wish to participate in the awards eligibility determination process. Each Potential Awards Recipient shall confirm their participation by completing and submitting to the PGA an Individual Producer Eligibility Form (“Eligibility Form”), or indicating in writing that they wish to be considered for producing honors. All information must be supplied to the PGA in writing; no oral testimony is permitted. In order to foster candid responses, the PGA will keep strictly confidential all information supplied by the Potential Awards Recipient. **Voluntary Participation: While a Potential Awards Recipient is not required to participate in the awards eligibility determination process, if they are eligible to be considered for producing honors but neglect to participate when invited, they may not later be evaluated for awards eligibility.**
3. Verification of Producer Involvement Form. The PGA Administrator may contact key department heads and crew members involved in making the film (e.g., writer, director, casting director, unit production manager, production designer, post-production supervisor) to obtain confidential information concerning their involvement with the Potential Awards Recipients on the T/SMP, typically by requesting that such participants complete a Verification of Producer Involvement Form (“Verification Form”). The PGA Administrator will use best efforts to obtain as much relevant information as possible from these participants. All information must be supplied to the PGA in writing; no oral testimony is permitted. In order to foster candid responses, the PGA will keep strictly confidential all information supplied by the key department heads and crew members involved in making the film.
4. Initiation and Scheduling of the Awards Eligibility Determination. If the PGA, in its sole discretion, determines there is sufficient information to render a determination, the PGA may: (i) initiate and convene a formal Awards Eligibility Determination Panel (“Panel”) to determine which of the credited Potential Awards Recipients may be eligible for producing honors, if any; or (ii) administratively render an awards eligibility determination without formally convening a Panel when, after careful and expeditious review of all Eligibility Forms and Verification Forms, it has in its discretion determined that there are no significant disputes regarding which Potential Awards Recipients, if any should be eligible for producing honors. If the PGA determines that a Panel is warranted, the PGA Administrator shall determine a time and location for the Panel to conduct a private and confidential review of the documentation, with due consideration given to expedite the awards eligibility determination process. In this instance, the PGA Administrator will send written notice of a pending Awards Eligibility Determination (“Notice of Awards Eligibility Determination”) to the email address made available to the PGA for each Potential Awards Recipient, which will include a link to the list of potential arbiters who may be called upon to be a member of the Panel.
5. Arbiters List. If the PGA determines that a Panel is warranted, the PGA Administrator shall make available to the Potential Award Recipients a list of potential arbiters (“Arbiters List”). The Arbiters List shall be composed of accomplished producers with substantial experience, each of whom shall possess no fewer than two (2) “Producer” or “Produced By” credits in motion pictures. Each Potential Awards Recipient shall have the right to reasonably strike arbiters from the Arbiters List provided the Potential Awards Recipient has a good faith belief that such stricken arbiter(s) might possess prejudice against an individual or production under consideration. This right to strike shall be exercised, if at all, by following the link in the circulated Notice of Awards Eligibility Determination email and excluding the arbiters on the online form by the date and time provided in the Notice of Awards Eligibility Determination (except where such deadline is modified by the PGA Administrator), after which time the right to strike arbiters shall expire.
6. Selection of an Awards Eligibility Determination Panel. The PGA Administrator shall schedule from the individuals on the Arbiters List who were not stricken (the “Eligible Arbiters List”) no fewer than two (2) producers who shall function as the designated arbiters on the Panel. The PGA Administrator will be available to answer questions from the Panel regarding these rules; however, substantive decisions and

questions of fact shall be determined exclusively by the Panel. The identities of the scheduled arbiters shall be maintained in strict confidence. An arbiter with a personal interest in the outcome of the proceeding shall recuse themselves from participation on the Panel.

7. Late-Elevated Potential Awards Recipients. After a final determination has been rendered (either because an appellate panel has rendered a final determination, as outlined in Section F below, or because the time to request an appeal has expired), the PGA may, in its sole discretion, consider producer(s) who were granted a Primary Producing Credit (“Late-Elevated Potential Awards Recipient”). In such cases, the PGA will consider for eligibility the Late-Elevated Potential Awards Recipient(s) subject to these same rules, if the Motion Picture is nominated for awards. The PGA will use best efforts to render the Late-Elevated Awards Recipient determination consistent with these rules, but with priority given to those Motion Pictures that have not yet released.
8. Rule Interpretation and Modification. The PGA reserves the right to delay or discontinue the certification process for a particular T/SMP where appropriate in its sole discretion including where: there is a lack of sufficient feedback from the necessary Potential Awards Recipients or department heads and crew members; the PGA has been notified of a pending or potential legal dispute concerning the film’s credits or related production issues; or the Potential Awards Recipient has disqualified an excessive number of potential arbiters, thereby precluding the reasonable scheduling of an arbitration Panel. This policy supports the integrity and fairness of the decision-making process. The PGA further 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 at any time without prior notice at the sole discretion of the PGA.

#### E. AWARDS ELIGIBILITY DETERMINATION PANEL PROCEDURES

1. Documentation Submitted to the Awards Eligibility Determination Panel. The PGA Administrator will provide to the Panel all documentation collected from the Potential Awards Recipients and the key department heads and crew members involved in making the T/SMP. To promote anonymity and objectivity in the determination process, the names of the credited Potential Awards Recipients and key department heads and crew members credited on the production shall be redacted from the documentation submitted to the Panel for adjudication and each such individual shall be assigned a unique identifier in place of their name. Notwithstanding the foregoing, it is possible that an arbiter may deduce the names of the Potential Awards Recipients during review of the documentation and, in that event, the arbiter has the obligation either to proceed without bias or recuse themselves from the Panel. The Panel shall conduct a careful review of the documentation received. All information submitted to the Panel shall be in writing; no oral testimony will be delivered to the Panel.
2. Panel Guidelines for Review. In determining whether a Potential Awards Recipient should be eligible for producing honors, the Panel shall evaluate the documentation provided consistent with these rules and shall use their discretion to resolve discrepancies based upon the knowledge and judgment borne of their experience.
  - a. *Specific Circumstances of Production*. The Panel shall consider the contributions of each Potential Awards Recipient seeking awards eligibility relative to the specific circumstances of the production. The Panel may consider a variety of factors in this regard including, without limitation:
    - the size and resources of the production (i.e., whether the film is a studio or an independent production);
    - the nature and extent of the producing contributions made by the Potential Awards Recipients (i.e., responsibility for overseeing digital effects work may be weighed more heavily on a production with a higher proportion of special effects shots), with the understanding that producing functions may be performed remotely (physical presence on set is not required); and
    - the effectiveness (or ineffectiveness) of each Potential Awards Recipient’s contributions.

- b. *Interpretation Shall Favor Inclusion.* The procedures and the Panel’s interpretation of these rules and all documentation shall favor inclusion rather than exclusion, and the Panel should err on the side of inclusion if it is a “close call” regarding whether a Potential Awards Recipient has met the Awards Eligibility Standard.
- c. *Diversity, Equity, and Inclusion Considerations.* A Panel may consider, where applicable to the production at issue: (1) any specific or unique contributions made by a Potential Awards Recipient that had a significant impact on the production (i.e. cultural/qualitative contributions that shaped the film) and (2) a Potential Awards Recipient’s efforts to promote respect, safety, diversity, equity, and inclusion within the hiring process and throughout the making of the film.
- d. *Weighting Guidelines.* Subject to the Panel’s reasonable discretion based on the circumstances of the production, the PGA recommends that the Panel assess producing contributions using the following guidelines:

Development: 35%  
 Pre-Production: 20%  
 Production: 20%  
 Post-Production: 25%

The Panel should evaluate the feedback received from the Potential Awards Recipients and key department heads and crew members involved in making the film with the above weighting percentages in mind. However, in addition to these general guidelines, the Panel may also give due consideration to the following factors:

- i. *Originating Produced By of a film franchise, sequel, prequel, remake, or spin-off.* If an originating Potential Awards Recipient of the original film in a film franchise, sequel, prequel, remake, or spin-off is being evaluated for their contributions in a subsequent film, such Potential Awards Recipient will automatically receive a minimum of 25% credit towards contributions to the development phase of production of the subsequent film(s) if they previously were licensed the Producers Mark with respect to the original film. If the original film in a film franchise, sequel, prequel, remake, or spin-off was not previously evaluated for Producers Mark certification because the Producers Mark certification process was not available to the Potential Awards Recipients of the original film, the originating Potential Awards Recipients of that original film who are being evaluated on the subsequent film may, in the arbiters' discretion, be awarded 25% towards contributions to the development phase of production based on their involvement in the original film. The credit set forth herein does not extend to a Produced By of a stage production who is given eligible credit on a subsequent film based on the stage production.
- ii. *Potential Awards Recipient removed from production.* The foregoing weighted percentages may not apply to a Potential Awards Recipients removed from the production process. Any such Potential Awards Recipient who has met their burden of proving all of the following criteria may be awards eligible: (1) credit with an eligible on the final cut of the T/SMP; (2) status as the project's original Primary Producer, having initially obtained, or causing the Production Company to obtain, the underlying rights to the material and having developed the original premise; (3) direct responsibility for hiring, or causing the Production Company to hire, one or more writers who retain any form of writing credit on the finished T/SMP; and (4) probative evidence that they were ready, willing and able to produce the T/SMP, but were precluded from participating in the production without cause.
- iii. *Producing Partnerships.* If the Producing Partnership Panel (“PPP”) has determined that two Produced Bys have formed a valid Producing Partnership<sup>2</sup>, except as set forth below (see note),

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<sup>2</sup> To petition for consideration as a Producing Partnership, each Potential Award Recipient must complete the Producing Partnership Petition Form and demonstrate that they met the Producing Partnership Criteria. Potential Award Recipients seeking to be evaluated as a Producing Partnership should submit their petitions and supporting materials at least six (6)

both partners may be awards eligible, if one of the partners performed at least 50% of the work and the other partner performed at least 25% of the work. If one partner performed 50% of the work, and the other did not perform 25% of the work, the Potential Awards Recipient who met the 50% threshold may still be eligible for producing honors as an individual Potential Awards Recipient.

**Note:** The aforementioned rule does not apply if either partner also has a non-producing (i.e., writer, director, actor, manager, other representative) or financing role on a T/SMP under review for awards eligibility. In that event, the Potential Awards Recipient will **not** be evaluated as part of a Producing Partnership and will instead be evaluated as individual for purposes of the awards eligibility determination process for that T/SMP.

- iv. *Potential Awards Recipient working to the detriment of production.* The Panel may take special notice of any credited Potential Awards Recipient who hinders the filmmaking process through unwelcomed intrusion into aspects of the process outside their appropriate responsibilities or through the creation of an inhospitable work environment. In the case of inhospitable behavior, the Panel may consider a Potential Awards Recipient's workplace behavior with respect to the production under consideration in determining awards eligibility, but only if the behavior was investigated and confirmed outside of the context of the arbitration process (i.e., the Potential Awards Recipient was sanctioned for safety violations, the Potential Awards Recipient was reported and removed from the production for harassment). Should the Panel determine that a Potential Awards Recipient has engaged in such conduct, it may, at its discretion, choose to deny eligibility to that Potential Awards Recipient even if they exercised sufficient responsibility for a major portion of the producing functions to be eligible for producing honors.
- v. *Potential Awards Recipient's misrepresentation or omission of material information or material interference with third-party fact gathering.* A Potential Awards Recipient seeking awards eligibility may not withhold or misstate information material to the awards eligibility determination process or materially interfere with the PGA's efforts to gather accurate and confidential information from key department heads and crew members involved in making the film for provision to the arbiters reviewing their eligibility. The Panel may take special notice of any Potential Awards Recipient who intentionally withholds or misstates information material to the certification 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 Panel determine that a Potential Awards Recipient has engaged in such conduct, it may, at its discretion, choose to deny eligibility to that Potential Awards Recipient even if they exercised sufficient responsibility for a major portion of the producing functions to be eligible for producing honors.

3. **The Panel's Decision.** After due consideration of the evidence and these rules, the Panel will make a determination concerning which Potential Awards Recipients have met the standard to be eligible for producing honors for the T/SMP (the "Awards Eligibility Determination"). The Awards Eligibility Determination shall be communicated in writing to each Potential Awards Recipient identified in the Notice of Producing Credits Form as well as to the production company who submitted the T/SMP for consideration (the "Awards Eligibility Determination Letter"). The Awards Eligibility Determination will establish which Potential Awards Recipients are eligible for the PGA's producing honors for the T/SMP and may be relied upon by the Television Academy and other organizations in determining which Potential Awards Recipients may be deemed eligible for their producing honors and awards.

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months prior to submitting their T/SMP for awards consideration. Please email [partnerships@producersguild.org](mailto:partnerships@producersguild.org) with additional questions related to Producing Partnerships.

4. Confidentiality. To protect the integrity of the process and to guard against unjust interference, the identities of the Panel members shall be held in confidence and their work done anonymously. The documents and other materials received from the Potential Awards Recipients and third parties, and the content of the Panel'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, PGA staff, or designated staff/members of other industry organizations that rely upon the Awards Eligibility Determination for the purpose of conferring their awards; or (2) process an appeal as set forth in Section F, below. Notwithstanding the foregoing, the Awards Eligibility Determination itself (once final after either the time to appeal has run or the appellate panel, as set forth below, has confirmed or modified the Awards Eligibility Determination) may be made public, including without limitation, on the PGA website, IMDb or IMDbPro, or in materials accessible by the public at large. In order to administer a submitted film, the PGA retains the right to share with third parties the submission status of a Potential Awards Recipient's Individual Producer Eligibility Form and/or appellate materials.

#### F. REVIEW OF THE AWARDS ELIGIBILITY DETERMINATION BY AN APPELLATE PANEL

1. Request for Appeal. A Potential Awards Recipient may appeal the Awards Eligibility Determination by written request submitted in accordance with the instructions and deadline set forth in the Awards Eligibility Determination Letter (except where such deadline is modified by the PGA Administrator). The request must be made in good faith based upon the availability of relevant probative evidence, which must be included in the appellate statement.
2. Documentation for Appeal.
  - a. *Burden*. The burden is on the appellant to submit an appellate statement (required) and supporting materials (optional), as set forth below. The PGA Administrator is not required to obtain any additional information from third parties in connection with any appeal.
  - b. *Appellate Statement*. Each appellant **must** submit an appellate statement that summarizes additional probative evidence regarding the specific producing contributions that they made to the production of the T/SMP in a decision-making capacity during the four phases of production. The appellate statement should be submitted through the producersguildawards.com site. It is recommended that the statement be no longer than 2,500 words, or the equivalent of 5 pages (though this limit may be exceeded if critical to the appeal). Supporting letters from others who worked on the T/SMP and have personal knowledge of the work performed by the appellant also may be submitted.<sup>3</sup> The total pages submitted by each appellant, inclusive of the Appellate Statement, shall not exceed 100 pages.
  - c. *Submission of Documentation*. All appellate documentation should be uploaded to [www.producersguildawards.com](http://www.producersguildawards.com) by the deadline set forth in the Notice of Appeal, described *infra*.
3. Appellate Panel.
  - a. *Constitution*. If a Potential Awards Recipient requests an appeal from a decision made by a Panel, the PGA shall ensure that any arbiters already stricken from the Arbiters List will not be included on the appellate panel. The appeal shall be presented to an appellate panel consisting of at least three (3) arbiters from the Eligible Arbiters List who did not participate in the initial Panel. If a Potential Awards Recipient requests an appeal from an administrative decision made by the PGA, they shall be provided with the Arbiters List concurrent with a circulated Notice of Appeal and shall have the amount of time indicated in the Notice of Appeal to strike any arbiter as provided in Section D.5., above (except where such deadline is modified by the PGA Administrator).

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<sup>3</sup> Exhibits of contracts, e-mails or other correspondence are optional and only to be included if relevant to the certification process. If an appellant intends to submit such exhibits, they must be clearly referenced in the appellate statement, labeled with exhibit numbers, and the relevant portions of such exhibits must be highlighted for ease of review by the appellate panel. Miscellaneous documents not clearly referenced in the appellate statement, exhibited and highlighted will not be accepted.

- b. *Authority.* The PGA Administrator will be available to answer questions from the Panel regarding these rules; however, substantive decisions and questions of fact shall be determined exclusively by the appellate panel. No panelist shall serve on the appellate panel if they have a personal interest in the outcome of the proceeding.
  - c. *Scheduling of Appellate Arbitration.* The appellate arbitration will be scheduled on a date set in the sole discretion of the PGA but in consideration of the timeframe preferred by the Production Company. **The PGA will require a minimum of one (1) week from the date it has received a complete appellate file that is compliant with our rules to render an appellate determination.** The PGA Administrator shall notify all Potential Awards Recipients of the deadline to submit all appellate documentation, the proposed date for the appellate arbitration, and the deadline by which to strike arbiters (if the appeal is taken from a decision made by the PGA) in the “Notice of Appeal.”
4. Appellate Decision. The appellate panel either shall uphold the Awards Eligibility Determination, or render a new decision based on its review of the entirety of the evidence presented. The decision of the appellate panel shall be final. After the appellate panel has rendered its decision, the PGA staff shall communicate the decision to all Potential Awards Recipients identified in the Notice of Producing Credits Form as well as to the person who submitted the T/SMP for awards consideration.