



# Rules and Procedures for 2019 Awards Eligibility - Long Form Programs

## TABLE OF CONTENTS

---

PREFACE .....	2
RULES AND PROCEDURES FOR 2019 AWARDS ELIGIBILITY	
A. ELIGIBILITY TO APPLY FOR AWARDS CONSIDERATION	
1. Eligibility of Long Form Programs .....	3
2. Eligibility of Producer .....	3
B. DEFINITION OF PRODUCER ELIGIBILITY	
1. Producing Job Description .....	4
2. Additional Criteria for Producers with Other Roles .....	4
C. PGA ADMINISTRATIVE PROCEDURE	
1. Collection of Information for Producer Eligibility Determination .....	5
2. Evaluation of Information .....	5
3. The Eligibility Determination .....	5
4. Confidentiality .....	6
5. Rule Interpretation and Modification .....	6
D. REQUEST FOR RECONSIDERATION	
1. Time to File Request for Reconsideration .....	6
2. Procedure .....	6

## 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 LONG FORM PROGRAMS

---

### A. ELIGIBILITY TO APPLY FOR AWARDS CONSIDERATION

1. Eligibility of Long Form Programs. A long form program 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. *Definition and Episode Requirements.*
    - i. **Limited series:** In accordance with the 70<sup>th</sup> Primetime Emmy Awards rules promulgated by the Television Academy (“TA Rules”), a limited series is defined as a program with two (2) or more episodes with a total running time of at least one hundred and fifty (150) program minutes that tells a complete, non-recurring story, and does not have an on-going storyline and/or main characters in subsequent seasons. At least 50% of the episodes must originally release within the Eligibility Period. The limited series submitted must not previously have been included on any Producers Guild Awards ballot.
    - ii. **Streamed/televised movie:** In accordance with the TA Rules, a streamed/televised movie is defined as an original program, which tells a story with a beginning, middle and end, and is originally released in one part. The movie must not have had a theatrical release prior to its streamed or televised release and must not previously have been included on any Producers Guild Awards ballot.
  - b. *Fee.* The fee for inclusion of the long form program on the Producers Guild Awards ballot is two hundred dollars (\$200.00).
  - c. *Submission Deadline.* To apply to have the long form program included on the ballot, the Production Company<sup>1</sup> must complete a Notice of Producing Credits Form at [www.producersguildawards.com](http://www.producersguildawards.com) and submit the form by no later than **September 27, 2018**.
  - d. *Ballot Category.* The category to which the limited series or streamed/televised movie 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 limited series or streamed/televised movie on the Notice of Producing Credits Form. The PGA may, at any time, disqualify any limited series or streamed/televised movie that it determines to be ineligible.
2. Eligibility of Producer. A producer may be considered for awards eligibility only if she or he has been contractually credited and credited onscreen as an “Executive Producer,” “Co-Executive Producer,” “Supervising Producer,” “Producer,” or “Produced By” (“Eligible Titles”) for the long form program. Membership in the PGA, a non-profit organization, is not required for – and is irrelevant to – the awards eligibility determination.
  - a. *Number of Awards.* The PGA imposes no numerical limitation on the number of producers who may be

---

<sup>1</sup> 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.

deemed eligible for awards for a given long form program.

## 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 long form program. The following shall be considered in determining awards eligibility:
  - a. *Development*. The producer typically conceives of the underlying premise of the production, or selects the material. She or he also selects the project's writer, secures the necessary rights and initial financing, and supervises the development process.
  - b. *Pre-production*. The producer typically selects key members of the creative team, including the director, cinematographer, unit production manager, production designer, and principal cast. The producer also participates in location scouting, and approves the final shooting script, production schedule and budget.
  - c. *Production*. The producer supervises the day-to-day operations of the producing team, providing continuous, personal, and usually on-set consultation with the director and other key creative personnel. She or he also approves weekly cost reports, and continues to serve as the primary point of contact for financial and distribution entities.
  - d. *Post-production*. The producer consults personally with post-production personnel, including the editor, composer, and visual effects staff. She or he also consults with all creative and financial personnel on the answer print or edited master, and usually is involved in a meaningful fashion with the financial and distribution entities concerning the marketing and distribution plans for the long form program in both domestic and foreign markets.
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 program 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 long form program beyond and in addition to her or his duties as an executive/employee.
  - b. *Limited Series Showrunner*. The role of a showrunner on a limited 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 limited 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 limited series and despite their reduced role in the day-to-day production, provided they meet the following criteria: (1) service as showrunner of the limited 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 limited series.
  - c. *For Streamed/Televised Movies Only*. If, in addition to her or his role as a producer, an individual also contributed to the production in a different, non-producing capacity (e.g., agent, manager, director, writer, actor), or performed services in a different occupation during production of the long form program, said individual shall be eligible to receive producing honors only if it is demonstrated that she or he had substantial responsibility for a significant portion of the producing functions that was demonstrably distinct from, and in addition to, the individual's other contributions to the long form program.
    - i. *Writer*. Contributions to the story or script are considered duties discharged as a writer, and shall not be counted towards the individual's producing duties if the individual received a writing credit.

- ii. *Director.* Because of the uniquely flexible nature of the producer-director collaboration in the creation of long form programs, many producing functions may be performed by a director in the course of her or his directorial duties. However, this flexibility shall not be interpreted to mean that every director is therefore also eligible for producer credit. To receive such credit, the director must have undertaken significant producing duties beyond what she or he normally would perform as a director. Possible examples of such involvement might include: substantial contributions to the development process; a demonstrated attachment to the production predating the production deal made with the Production Company; responsibility for all budgetary concerns; securing significant financing; or playing a decisive role in determining marketing and distribution strategies.

### 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 program (“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., responsibility for the hiring of the director is weighed more heavily than responsibility for the hiring of the art director; responsibility for overseeing digital effects work is weighed more heavily on a production with a higher proportion of special effects shots). 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.