

**APPENDIX “D”  
REQUEST TO PRODUCE ACTRA–ACA  
UNPAID CHARITY PUBLIC SERVICE ANNOUNCEMENT  
(PSA) COMMERCIAL**

NEITHER EXCLUSIVITY NOR PRODUCT CONFLICT PERMITTED

- Performer transportation included
- a Performer called for second and subsequent auditions shall be reimbursed per Article 907
- free wardrobe (unless rented)

**Please complete the following form:**

Signatory Engager Name \_\_\_\_\_

Commercial Name \_\_\_\_\_

Agency Email \_\_\_\_\_ Attention to \_\_\_\_\_

Product(s) \_\_\_\_\_

Children Involved (list ages) \_\_\_\_\_

Tentative Shooting Dates \_\_\_\_\_

Date Emailed to Agent \_\_\_\_\_ Date Emailed to ACTRA \_\_\_\_\_

Received by Local ACTRA Office \_\_\_\_\_

Approved by Local ACTRA Office \_\_\_\_\_

**Consultation with ACTRA must take place prior to production of PSA commercials and be followed up in writing. See Article 1101, paragraphs (a) to (f).**

**Note:** This form must be cleared with the local ACTRA office no less than forty-eight (48) hours before auditions (or booking/casting, if no auditions are held) begin. If it is not, full commercial rates and use payments are in full effect.