

AFM Local 47
Report Instructions
Live Performance Division

The following are instructions for completing the Wage Report for Live Engagements for Symphonic / Theater Work. It is imperative that all items applicable are completed, fully and accurately, so that they may be compiled properly in the AFM's computer system. Failure to do so could result in members not being properly credited for work as stipulated under your collectively bargained agreement.

Proper use of this report - with respect to the guidelines below - will automatically calculate correct applicable Scale Wages for any funds that will be processed into H&W, Pension and Work Dues per your Master Agreement.

If you have any questions, please contact a Live Business Representative at Local 47.

1. Employer / Signatory :

List the name of the Employer or Purchaser that is signed to the Agreement.
i.e. Symphony or Theater, list agreement type if different.

2. Address, City / State / Zip :

Complete address of where the engagement took place.

3. Name / Phone :

Name and contact number for the preparer of the report.

4. Title / Venue :

Description of what the covered engagement is and the name of the venue where the performance and/or rehearsal is held.

5. Report of Services :

List dates of work that is being reported. Please include ALL dates in which services have been rendered, including all performances and rehearsals.

6. Rates Per CBA / Book Scale :

List all applicable rates according to your collective bargaining agreement or rate as defined under Local 47's Book Scale in the yellow highlighted fields available with regards to wages and contribution percentages.

7. Instrument:

List the instrument being played by the musician. For non-instrumentalists (such as copyist) please list function of employee.

8. Last Name / First / SS # :

Name and social security number of the musician being reported.

9. Number of Rehearsals :

Total number of rehearsals being reported for the service dates covered.

10. Number of Performances :

Total number of performances being reported for the service dates covered.

11. Doubles :

Total number of doubles being reported for that particular musician.

12. Premium % :

List the percentage amount for the premium scale as it applies.

i.e. Conductor, Concertmaster, Leader, Principle, Floating Premiums...etc.

13. Non-Pensionable :

This field is used to capture non-pensionable compensation to the musician. Such as cartage, any overscale payment, mileage, per diem...etc) These payments will NOT be calculated back for contribution purposes.

14. Pensionable :

This field is used to capture other pensionable compensation to the musician. Such as overtime, timespread...etc, which will be calculated toward benefit payments.

15. Continuation Sheet :

Any data entered into this page of the worksheet will be automatically calculated to the front page of the report.

16. Payments :

These totals are calculated from the cumulative data that was entered into the entire workbook. They will reflect the total amount owed with respect to your contributions and work dues for services reported.

When remitting payment :

Print out a copy of this report in its entirety to accompany the funds. Payments should be made out separately to each entity and sent to:

AFM Local 47.

ATTN: LIVE PERFORMANCE
817 Vine St. Hollywood, CA 90038

Thank you for your cooperation!