



ANNOTATION GUIDE

Annotated scripts should contain for each script element, whether an event, setting, character or section of dialogue within scene, notes in the margin which provide the following information:

1. Characters: For each character:
 - (a) Whether the character is real, fictional or composite.
 - (b) For real characters, whether the actual person is living or dead (if living, whether a release has been signed), and whether the name has been changed.
 - (c) For composite characters, the name (s) of actual person (s) on whom the composite character is based, and what characteristics can be attributed to such actual person (s).

2. Scene Notations: For each script element (e.g., scene or dialogue):
 - (a) Whether it presents or portrays fact, fiction or fiction which is a product of inference from fact.
 - (b) If fact or a product of inference from fact, the source material therefor, such as:
 - (i) For books: title, author and page (s).
 - (ii) For newspaper or magazine articles: date, page and column.
 - (iii) For interviews: whether notes or tapes exist and, if so, a page or tape reference, and the participants.
 - (iv) For trial or deposition transcripts: the court or other forum, date, person testifying, and transcript page number.
 - (v) Any other source
 - (c) If partly fact and partly fiction, indicate what parts are fact and what parts are fiction. For factual parts, describe source material as specified in Paragraph 2(b) above.

To the extent possible, multiple sources should be identified for each script element. Descriptive annotation notes are helpful (e.g., the setting is a restaurant because Jane Roe usually had business meetings in restaurants when visiting New York - Los Angeles Times; August 30, 1993, p.9).

3. Copyrighted material: Whether lines of dialogue and any other script element contains third-party material that may be copyrighted (e.g. quote from a book, speech, song, or other work).

4. General: Copies of all materials referenced pursuant to Paragraph 2(b) above should be retained for no less than 5 years for review by Company and cross-indexed by reference to script page and scene numbers.