Paperwork Filler — Quickstart

Slate & Ledger • Paperwork Tracker companion • 2026-2027 edition

---

Open it

Double-click **Paperwork Filler.html** — it opens in your web browser and runs entirely on your computer. Nothing you type or upload is ever sent anywhere. Use a desktop or laptop; filling and printing PDFs is awkward on a phone.

1 Enter your production (once)

- Fill in as much as you know. Blank fields just come out blank on the forms.
- Your entries **autosave — but only in this browser, on this computer.** Clearing browser data or switching machines loses them.
- Click **Save file (.json)** to keep a reusable copy — reload it here next production, or on another computer, with **Load file**.
- Already filled in the **Paperwork Tracker spreadsheet**? Click **Seed from workbook** and pick that .xlsx to carry the shared fields over.

2 Make each form

- **WGA packet**, **SAG Cast Clearance**, and **SAG Exhibit G** use the unions' own fillable PDFs. Each panel links to the current blank — download it, drop it into the panel, and the tool fills that real file and downloads it. (SAG locks the Exhibit G blank; the tool unlocks it as it fills.)
- The other eight (**SAG Taft-Hartley**, **SAG P&H transmittal**, **SAG Final Cast List**, **IATSE Appendix F** & **notice letter**, **DGA Weekly Work List**, **COI request memo**, **location agreement**) are generated fresh — no blank needed. They open in a new tab; save each with your browser's **Print** → **Save as PDF**.
- Nothing opens on **Generate**? Your browser blocked the pop-up — allow pop-ups for this page and click again.
- Each panel shows the **deadline**, **where it goes**, what to **finish by hand** (signatures, a few no-box fields, attachments), and a **before sending** check.
- A panel warning about a **newer form version** means the union revised the PDF since this tool was built — it fills what it can; check every field against the blank, and look for a newer edition of this tool.

What it can't do

SAG-AFTRA Preliminary Information Form — filed on SAG-AFTRA's own DocuSign portal (sagaftra.org/preliminary-information-forms), no file to fill. **DGA signatory contact & budget submission** — a call/email to the DGA Signatories Department (310-289-5348, SignatoriesInfo@dga.org); they send you the package.

Planning aid only — not legal, financial, or production advice, and not guaranteed accurate for your production. Confirm every deadline and requirement directly with the relevant union / guild or a qualified entertainment attorney before relying on it. Deadlines and forms change; check for a current edition if it's a later year.