



## GUIDELINES FOR SCREENWORKS

### INSIDE THE WRITERS ROOM PROGRAM 2024

#### BACKGROUND:

- A. *Screenworks Inside the Writers Room Program* (the “Program”) is providing an opportunity for the Participant to observe a professional writers room in operation at the Production Company in 2024.
- B. With support from Screen NSW and Screen Queensland, Screenworks will cover the expenses and will arrange the travel and accommodation for the Participant to attend the writers room at a location specified by the Production Company.
- C. The dates for the writers room will be established by the Production Company who will liaise directly with the Participant to determine their availability. Once agreed, the Production Company or the Participant will inform Screenworks who will then arrange the travel and accommodation.
- D. It is expected that the Participant will observe a writers room for a minimum of 2 days and a maximum of 5 days. These may or may not be consecutive days.

#### PROGRAM PURPOSE:

The purpose of these guidelines is to serve as a guide for how the Participant, the Production Company and Screenworks will work together for this Program. Mutual understanding and open communication between all parties will contribute significantly to the ability of everyone to deliver on their commitments and on the success of the Program and its outcomes.

#### PROGRAM PERIOD

The period for Screenworks’ 2024 Inside the Writers Room shall be from 1 January 2024 until 30 November 2024. The Production Company is required to contact the Participant and Screenworks at some point during the year to inform them of their proposed Writers Room and to invite the Participant to attend.

#### PROGRAM STRUCTURE:

1. Screenworks will introduce relevant staff from the Production Company to the Participant via email.
2. The Production Company will contact the Participant via email and cc Screenworks Contact with details of the Writers Room for the Participant to come and observe including proposed dates, location and proposed production.

3. The Participant will make every effort to be available to attend the Writers Room, if for any reason they cannot be available, they will notify the Production Company and Screenworks. The Production Company will respond to the Participant and inform them of future writers room opportunities if available.
4. The Participant will be involved in the Writers Room in a volunteer observer capacity only. The Production Company must not request or ask the Participant to act as a notetaker or other role without first discussing with Screenworks.
5. The Production Company may ask the Participant to complete a non-disclosure agreement or other form of chain of title document prior to attending the Writers Room. This is instigated by and done at the discretion of the Production Company.
6. Screenworks will organise the travel and accommodation, and cover the expenses for the Participant to attend the Writers Room. It is expected the Participant will provide Screenworks with all relevant details required to arrange their travel and accommodation requirements, in addition to retaining all receipts to be able to claim back all relevant expenses. NB: In certain circumstances, it may be necessary or desirable to do the Writers Room online, via Zoom. The Participant and the Production Company will discuss the most appropriate scenario once an opportunity arises.
7. It is expected that the Production Company will brief the Participant prior to the Writers Room with the information that is being shared among the other participants in the Writers Room.
8. It is expected that both the Participant and the Production Company will provide Screenworks with a report on their involvement in the Writers Room experience at the conclusion of their involvement. The Participant may also be called on to give a presentation of their report to Screenworks staff, board and members.

#### SCREENWORKS CONTACT DETAILS:

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