

CAST DEAL MEMO

Lock the role, rate, dates and billing before the first call.

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PRODUCTION

PRODUCTION TITLE	PRODUCTION COMPANY	PRODUCER
Dead Air (short film)	Dead Air Film LLC	Jo Kim, Producer
SHOOT DATES	MAIN LOCATION	UNION AGREEMENT (IF ANY)
Mon 13 to Wed 15 Oct (Thu 16 reserve)	Riverside Community Radio, 88 Canal St.	Non-union short

PERFORMER

PERFORMER NAME	ROLE	AGENT / MANAGER
Jess Monroe	Nora Vance (lead)	Self-represented
PHONE	EMAIL	UNION STATUS
(555) 010-4478	jess@example.com	Non-union

RATE AND TERMS

RATE	PER (DAY / WEEK / FLAT)	GUARANTEED WORK DAYS
\$300	Day (10 hours)	3 days (all shoot days)
FITTINGS AND REHEARSALS	OVERTIME	PER DIEM AND MEALS
1 fitting + 1 table read, unpaid, 2 hrs each	1.5x after 10 hrs	None. Meals on set
TRAVEL AND LODGING	PAYMENT TERMS	CREDIT AND BILLING
Parking paid at the station lot	Net 15 from wrap, by ACH	First position, main titles
COPY OF THE FILM	CANCELLATION / KILL FEE	
Copy of the final film within 30 days of lock	48 hrs notice or 1 day paid	

SPECIAL CONDITIONS night work, stunts, look changes, nudity rider, anything else agreed

Night work: Day 2 wraps at 2 AM, next call no earlier than 2 PM. Rain towers on Day 3 (car scene). Hair stays dark, no cuts before wrap. No nudity. No stunts.

STANDARD TERMS

- Services.** The performer will play the role above on the dates above, plus the fittings and rehearsals listed, and will be available for reasonable reshoots and ADR at the same rate.
- Likeness.** The company may use the performer's name, likeness, voice and approved bio in the film and in its trailers, publicity and festival materials, in all media.
- Rights.** The performance and all footage belong to the company. The performer won't use footage from the shoot without permission, except for a personal reel once the film is released.
- Cancellation.** Either side can end this memo with the notice above. The company pays for all days worked and any fee listed.
- No obligation.** The company doesn't have to use the performance or finish the film. Billing applies only if the performer appears in the final cut.
- Confidentiality.** The performer won't share the script or production details, or post from set, without the producer's OK.
- Whole deal.** This memo is the full agreement until both sides sign a longer contract. Union rules apply if the production is signatory.

PERFORMER SIGNATURE	DATE
Jess Monroe	3 Oct
PRODUCER SIGNATURE	NAME AND TITLE
Jo Kim	Producer
	DATE
	3 Oct

Have a lawyer review this. This is a general template, not legal advice. Deal terms, tax rules and union rules differ by state, country and contract. Have a lawyer review it before you use it.