

PRODUCTION

PRODUCTION TITLE	PRODUCTION COMPANY	PRODUCER / UPM
SHOOT DATES	MAIN LOCATION	PRODUCTION CONTACT

CREW MEMBER

NAME	POSITION	DEPARTMENT
PHONE	EMAIL	UNION / GUILD STATUS

RATE AND TERMS

RATE	PER (DAY / WEEK / FLAT)	GUARANTEED DAYS OR HOURS
OVERTIME	KIT / BOX RENTAL	PER DIEM AND MEALS
TRAVEL AND MILEAGE	PAYMENT TERMS	EMPLOYEE OR CONTRACTOR
SCREEN CREDIT	CANCELLATION / KILL FEE	

OTHER TERMS

prep days, reserve days, expenses, equipment, anything else agreed

- STANDARD TERMS
1. **Services.** The crew member will work in the position above on the dates above, and on any prep or wrap days listed, under the direction of the producer.

2. **Work for hire.** Everything the crew member creates for the production belongs to the company, including all rights in the film.

3. **Expenses.** The company pays only expenses it approves in writing before they're spent, with receipts.

4. **Cancellation.** Either side can end this memo with the notice above. The company pays for all days worked and any kill fee listed.

5. **No obligation.** The company doesn't have to use the crew member's services or finish the film. Screen credit applies only if the crew member finishes the job.

6. **Confidentiality.** The crew member won't share the script, footage or production details, or post about the shoot, without the producer's OK.

7. **Whole deal.** This memo is the full agreement until both sides sign a longer contract. Changes must be in writing and signed by both.

CREW MEMBER SIGNATURE	DATE	
PRODUCER SIGNATURE	NAME AND TITLE	DATE

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.