

CREW DEAL MEMO

Agree the rate and terms in writing before day one.

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PRODUCTION

PRODUCTION TITLE Dead Air (short film)	PRODUCTION COMPANY Dead Air Film LLC	PRODUCER / UPM Jo Kim, Producer
SHOOT DATES Mon 13 to Wed 15 Oct (Thu 16 reserve)	MAIN LOCATION Riverside Community Radio, 88 Canal St.	PRODUCTION CONTACT jo@deadairfilm.com

CREW MEMBER

NAME Priya Shah	POSITION 1st Assistant Director	DEPARTMENT Directing
PHONE (555) 010-2231	EMAIL priya@example.com	UNION / GUILD STATUS Non-union

RATE AND TERMS

RATE \$350	PER (DAY / WEEK / FLAT) Day (12 hours)	GUARANTEED DAYS OR HOURS 3 days + prep day at \$175
OVERTIME 1.5x after 12 hrs, prorated	KIT / BOX RENTAL None	PER DIEM AND MEALS None. Meals on set
TRAVEL AND MILEAGE Mileage at IRS rate, pre-approved	PAYMENT TERMS Net 15 from wrap, by ACH	EMPLOYEE OR CONTRACTOR Independent contractor (W-9)
SCREEN CREDIT First Assistant Director, end credits	CANCELLATION / KILL FEE 48 hrs notice or 1 day paid	

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

Reserve day (Thu 16) paid at full rate only if used. Any expense over \$50 needs the producer's OK in writing before you spend it. Receipts within 7 days of wrap.

STANDARD TERMS

- 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.
- Work for hire.** Everything the crew member creates for the production belongs to the company, including all rights in the film.
- Expenses.** The company pays only expenses it approves in writing before they're spent, with receipts.
- Cancellation.** Either side can end this memo with the notice above. The company pays for all days worked and any kill fee listed.
- 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.
- Confidentiality.** The crew member won't share the script, footage or production details, or post about the shoot, without the producer's OK.
- 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
Priya Shah		2 Oct
PRODUCER SIGNATURE	NAME AND TITLE	DATE
Jo Kim	Producer	2 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.