

CREW DEAL MEMO

Agree the rate and terms in writing before day one.

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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.