

SAMPLE DEAL MEMO/EMPLOYMENT AGREEMENT for HIRED MUSICIANS and ELIGIBLE CREW

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When you apply for FACTOR funding through the TOUR SUPPORT or SHOWCASE Component of any Program, and you hire a HIRED MUSICIAN or ELIGIBLE CREW, you must provide FACTOR with a signed employment agreement, contract or deal memo for each person at the time of application.

You may use the template on the following page, or create your own version, provided that it contains the key clauses set out in the template. FACTOR will also accept standard-form AFM or CFM Travelling Engagement contracts.

Please note:

1. The following template is provided for your reference and convenience of administering your FACTOR funding. It is not intended to replace or supersede any agreements you may or should have in place. You use this template at your own risk. If you have agreed on additional terms or details with the person(s) you hire for your Tour or Showcase, you may wish to evidence those terms in writing in your own agreement.
2. The Component rules for TOUR SUPPORT and SHOWCASE state that up to 8 Eligible Travellers, including all Artist band members, additional Hired Musicians and Eligible Crew will be allowed for each TOUR or SHOWCASE date. Each Hired Musician and Eligible Crew member must be contracted and paid to do a specific job. Allowable crew members are: driver, sound mixer, lighting technician, road manager, merchandise seller, and/or up to one equipment/road technician/ "roadie".
3. Unless approved by FACTOR in advance of the Tour, each Hired Musician and Eligible Crew member must be Canadian. Citizenship documentation plus Deal Memos or employment contracts for each Eligible Traveller must be submitted on Application or the Application will be deemed ineligible.
4. The deal memo, or any form of contract or agreement that you submit, must set out the names and addresses of both parties. It must be legible, dated, and signed by both parties.
5. If, between the time of Application, and the beginning of the Tour or Showcase, you have a change of personnel, please advise FACTOR and submit a new deal memo for replacement personnel as required.
6. Upon completion of your Tour or Showcase, you will be required to file a Completion Report showing all your eligible tour or showcase expenses, including any amounts paid to Hired Musicians and ELIGIBLE CREW. If your file is selected for audit by FACTOR, you will be required to provide Proof of Payment. Therefore, you are urged to keep all your receipts and records.
7. For additional requirements, please consult the current Guidelines and the FACTOR Glossary and Business Policies. These documents are available [here](#).

SAMPLE AGREEMENT FOR TOUR OR SHOWCASE SERVICES

This AGREEMENT confirms our intention to engage your services for our upcoming TOUR or SHOWCASE subject to the key terms and conditions set out herein.

DATE of this AGREEMENT	
BETWEEN (Enter name and address of Artist) ("Artist" "us" "our")	AND (Enter name and address of Hired Musician or Crew Member) ("Hired Musician" or "Crew Member" "you" "your")
Citizenship of Hired Musician or Crew Member:	
Services:	(Enter the type of services, e.g. Road Manager, Percussionist, etc.)
Dates of Engagement:	(Enter each Date, City, Country for which the person is being engaged, e.g. "April 24, 2012, Toronto, Canada)
Fee for Services:	(Enter the fee you've agreed on:) \$ _____ per Date of Engagement for a total of \$ _____ OR \$ _____ per day or per week for a total of \$ _____ OR Total Fee of \$ _____
Per diem:	(Enter the amount of per diem payable in addition to the Fee for Services, if any:) \$ _____ per day OR \$ _____ in total
AGREED as of the date hereof: _____ (signature of Artist) _____ (PRINT NAME)	AGREED as of the date hereof: _____ (signature of HIRED MUSICIAN or CREW MEMBER) _____ PRINT NAME