

**CREW DEAL MEMO**

Production: \_\_\_\_\_ [name of project]

Producer: \_\_\_\_\_ [name of production company]

Address of Producer: \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYEE INFORMATION:**

<b>Name:</b>	
<b>Company Name (if loan-out):</b>	
<b>Street Address:</b>	
<b>City and State/Province:</b>	
<b>Zip/Postal Code:</b>	
<b>Phone Number(s):</b>	Home: _____ Office: _____ Mobile: _____ Fax: _____
<b>GST Registrant:</b>	___ Yes      Number: _____ ___ No
<b>WCB No.</b>	
<b>Next of Kin:</b>	Name: _____ Phone No(s): _____
<b>Position:</b>	
<b>Start Date:</b>	
<b>Prep Rate:</b>	
<b>Shoot Rate:</b>	
<b>Travel Rate:</b>	
<b>Base Hourly Rate:</b>	
<b>1.5X Rate:</b>	
<b>2X Rate:</b>	
<b>Car Allowance:</b>	
<b>Kit Rental:</b>	
<b>Location Per Diem:</b>	
<b>Hotel Allowance:</b>	
<b>Union Status:</b>	___ Union Member, Local _____ ___ Permittee

Producer hereby engages Employee to fill the above noted Position, starting on or about the Start Date, for a period of:

\_\_\_\_\_ weeks during Prep/Shoot/Post (5-day work week) at the rate of \$\_\_\_\_\_ per hour/day/week, and

\_\_\_\_\_ weeks during Shoot (6-day work week) at the rate of \$\_\_\_\_\_ per hour/day/week

### Terms and Conditions

1. **Policy Statement.** Producer follows a strict policy of non-discrimination and fairness in its employment practices. Sexual harassment and discriminatory behavior in any manner whatsoever will not be tolerated. Our injury and illness prevention programs have been developed in compliance with federal, state/provincial and local legislation and regulations. Employee hereby acknowledges acceptance of such policies, and hereby agrees to comply with the same.
2. **Employer of Record.** Employee understands that [PAYROLL COMPANY], the payroll company for the project, is the employer of record. Upon termination of Employee's employment, all correspondence regarding employment should be sent to [PAYROLL COMPANY] at [address].
3. **Exclusivity of Services.** Employee's services shall be rendered to Producer on an exclusive basis at all times during the term of Employee's employment pursuant to this Deal Memo.

**THIS IS A 4-PAGE AGREEMENT.**