



# CREW DEAL MEMO

INDEPENDENT FILM PRODUCTION — CREW SERVICES AGREEMENT

■ **IMPORTANT:** This template is provided for educational purposes by ShowRunHer. It is not legal advice and does not constitute a legally binding contract without proper review by a licensed entertainment attorney in your jurisdiction. Always have agreements reviewed by qualified legal counsel.

## PRODUCTION INFORMATION

PRODUCTION TITLE:	_____
PRODUCTION COMPANY:	_____
PRODUCER NAME:	_____
PRODUCER EMAIL:	_____
PRODUCER PHONE:	_____
SHOOT LOCATION(S):	_____
SCHEDULED SHOOT DATES:	_____
PRODUCTION DATE OF THIS AGREEMENT:	_____

## CREW MEMBER INFORMATION

CREW MEMBER FULL NAME:	_____
POSITION / TITLE:	_____
MAILING ADDRESS:	_____
CITY / STATE / ZIP:	_____
EMAIL:	_____
PHONE:	_____
SOCIAL SECURITY / TAX ID:	_____

LOAN-OUT COMPANY (if applicable): \_\_\_\_\_

## COMPENSATION & SCHEDULE

COMPENSATION TYPE:	Flat Fee <input type="checkbox"/> Daily Rate <input type="checkbox"/> Weekly Rate <input type="checkbox"/> Deferred <input type="checkbox"/> Volunteer <input type="checkbox"/>
TOTAL AGREED COMPENSATION:	\$ _____
RATE (if daily/weekly):	\$ _____ per Day <input type="checkbox"/> Week <input type="checkbox"/>
PREPWORK / PREP DAYS:	___ prep days at \$ _____ / day
SHOOT DAYS:	___ shoot days
WRAP DAYS:	___ wrap days
OVERTIME POLICY:	Standard overtime applies <input type="checkbox"/> Flat rate no OT <input type="checkbox"/> Custom: _____
PAYMENT SCHEDULE:	Upon completion <input type="checkbox"/> Weekly <input type="checkbox"/> Custom: _____
DEFERRED PAYMENT TERMS:	N/A <input type="checkbox"/> Amount: \$ _____ Triggered by: _____
EXPENSES COVERED:	Mileage <input type="checkbox"/> Meals <input type="checkbox"/> Travel <input type="checkbox"/> Hotel <input type="checkbox"/> Other: _____

## SERVICES & DELIVERABLES

Crew Member agrees to provide the following services in connection with the Production listed above: all services customarily associated with the position of [POSITION] on an independent film production, including but not limited to the specific duties outlined below.

SPECIFIC DUTIES:	_____ _____
DELIVERABLES (if any):	_____
DELIVERY DATE:	_____

## RIGHTS, CREDIT & STANDARD TERMS

### 1. WORK FOR HIRE

All work product, footage, sound recordings, creative materials, and any other deliverables produced by Crew Member in connection with the Production shall be considered 'work made for hire' under applicable copyright law, and shall be the sole property of the Production Company. To the extent any such materials are not deemed work for hire, Crew Member hereby irrevocably assigns all rights, title, and interest therein to Production Company.

## 2. SCREEN CREDIT

Production Company agrees to provide Crew Member with the following on-screen credit: Credit Position:

\_\_\_\_\_ Credit Form: \_\_\_\_\_ Credit is contingent on Crew Member completing all services described herein. Production Company reserves the right to determine final placement and form of all credits.

## 3. CONFIDENTIALITY

Crew Member agrees to keep all aspects of the Production, including but not limited to script, story, personnel, financing, and business plans, strictly confidential during and after the term of this Agreement. Crew Member shall not disclose any confidential information to any third party without prior written consent from Production Company.

## 4. CONDUCT & SAFETY

Crew Member agrees to conduct themselves professionally at all times and comply with all applicable safety protocols, production policies, and codes of conduct established by the Production. Crew Member represents that they are qualified and capable of performing the services described herein.

## 5. INDEPENDENT CONTRACTOR

Crew Member is engaged as an independent contractor and not as an employee of Production Company. Crew Member is solely responsible for all applicable taxes on compensation received under this Agreement. Production Company shall not be required to withhold any federal or state taxes unless otherwise agreed in writing.

## 6. NO GUILD CONFLICTS

Crew Member represents and warrants that entering into this Agreement does not violate any union, guild, or collective bargaining obligations. If Crew Member is a member of any union or guild, they represent that this engagement is permitted under applicable agreements.

## 7. TERMINATION

Production Company reserves the right to terminate this Agreement at any time for cause. If terminated for cause, Crew Member shall be compensated for services rendered through the date of termination only. If terminated without cause, Production Company shall pay Crew Member the full agreed compensation or a prorated amount as mutually agreed.

## 8. ENTIRE AGREEMENT

This Deal Memo, once signed by both parties, constitutes the entire agreement between the parties with respect to Crew Member's services on the Production. It supersedes all prior discussions, representations, or agreements. Any modification must be in writing and signed by both parties.

## SIGNATURES

### PRODUCTION COMPANY

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### CREW MEMBER

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return a signed copy to the Production Company. Both parties should retain a signed original for their records.*

**Protect your production. Protect your crew. Put it in writing.**

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