

**CREW DEAL MEMO**

Production Entity: \_\_\_\_\_ Show Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Craft: \_\_\_\_\_ Union Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Loan Out Company: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

\*if loan out, are Articles of Incorporation attached? \_\_\_\_\_

I-9 Form (Check) \_\_\_\_\_ Submitted with Deal Memo  
\_\_\_\_\_ On File at CSATF

Union Affiliation and I-9 Form Submission Verified By: (name/date) \_\_\_\_\_

**Check one of the following:**

\_\_\_\_\_ **SIDELETTER** – The terms and conditions of the Sideletter regarding One Hour Episodic Television series as set forth in the 2006 IATSE Basic Agreement are applicable to the employment hereunder. No vacation or holiday pay to daily or weekly employees will be paid for pilots or 1st year series.

\_\_\_\_\_ **MOW** – The rates and conditions of the Southeast Area Standards Agreement are applicable to the employment hereunder. No vacation or holiday pay to daily or weekly employees will be paid.

\_\_\_\_\_ **OTHER** – (Specify) \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**This is a:**        [    ] On Call        [    ] Weekly        [    ] Daily Assignment

**Base Hourly Rate:** \$ \_\_\_\_\_ (non-exempt)

**Weekly Rate:** \$ \_\_\_\_\_ (exempt)

**Daily Rate:** \$ \_\_\_\_\_

**THESE TERMS ARE NOT APPROVED UNTIL THE DEAL MEMO IS SIGNED BY THE DESIGNATED PRODUCTION EXECUTIVE.**

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOLIDAYS, 6TH AND 7TH DAYS NOT WORKED ON DISTANT LOCATION OR WORKED IN TOWN ARE PAID AT MINIMUM CALL PER UNION CONTRACT OR HOURS WORKED, WHICHEVER IS GREATER. TRAVEL DAYS PAID PER UNION CONTRACT. NO FORCED CALLS OR OVERTIME WITHOUT PRIOR WRITTEN APPROVAL OF PRODUCTION MANAGER.**

To ensure prompt payment, time cards must be: (a) turned in on a timely basis; (b) reflect hours worked, not hours guaranteed; and (c)(i) turned in on the day you are laid off, (ii) marked "laid off" in the Comments Column and (iii) indicate where your final paycheck should be mailed.

By accepting employment, Employee agrees to the terms and conditions stated herein and on the reverse side of this Deal Memo.

**AGREED TO:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_  
(Employee) (Production Manager)

**APPROVED:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_  
(Production Accountant) (Production Executive)