CREW DEAL MEMO

A short agreement between the producer and a crew member. Fill in the blanks together, both sign, and both keep a copy.

THE PRODUCTION

Film title (working title is fine): _____

Producer (you): _____

Class and instructor: _____

Production number, if you have one: _____

THE CREW MEMBER

Name: _____

Position: _____

Credit as (exact title and name): _____

Dates: *Prep, shoot days and post*

_____

_____

Email or phone: _____

For scheduling. Keep this form private.

WHAT WE AGREE

1. **The job.** The crew member will work on the film in the position above, on the dates above or others we agree to.
2. **What the crew member gets.** Everything checked below. The producer initials each checked line. Other expenses are reimbursed only if agreed in writing first.

✓	What	Details and rate	Producer initials
☐	**Credit**	As written above	
☐	**Meals**	On every shoot day	

Template from the LACC Cinema & Television Producer's Toolkit (lacccinematv.com/toolkits/producer/documents). Plain-language guidance for student productions, not legal advice. Not an agreement with LACC or the Los Angeles Community College District.

✓	What	Details and rate	Producer initials
☐	**Copy of the film**	A link or file when it's finished	
☐	**Travel stipend**	$_____ per day or $_____ total	
☐	**Day rate**	$_____ per day × ____ days = $_____	
☐	**Kit or gear rental**	$_____ per day for: _____	
☐	**Points on back end**	_____ % of _____	
☐	**Other**	_____	

When and how payments are made: _____

Points only pay out if the film earns money. Write exactly what the percentage is a share of (for example, net profits). Leave anything you didn't agree to unchecked.

3. **Who owns the work.** Everything the crew member makes for the film (footage, sound, designs, edits and other work) belongs to the producer as part of the film. If the law doesn't make it the producer's automatically, the crew member transfers their rights in that work to the producer.

4. **Reel and portfolio.** Once the film is finished, the crew member may use it and their work on it in their reel and portfolio, and the producer will send them a copy.

5. **Credit.** The crew member will be credited as written above in the film's credits and in festival materials where crew are listed.

6. **Gear.** Department gear is checked out under the production number and is the responsibility of the person who checks it out. Gear the crew member brings themselves is listed here, stays theirs, and they decide who may use it:

   _____

   _____

   _____

7. **Safety.** The crew member will follow the production's safety plan and the safety lead's instructions, and can stop any shot they think is unsafe.

8. **Ending early.** Either of us can end this agreement with notice. Work already done stays part of the film, and credit is given for it.

CREW MEMBER

Signature: _____

Printed name: _____

Date: _____

PRODUCER

Signature: _____

Printed name: _____

Date: _____