**DEAL MEMO**

This Deal Memo is an agreement between **[Name]**, herein known as “Producer,” and **[Name]**, herein known as “Employee.”

Employee is being hired by Producer to **[description of services and/or job Employee will perform]**.

As compensation for the job and/or services above, Producer will pay Employee **[number of dollars]** per **[day, week, or indicate that this is a flat rate for a determined length of time]**.

Employee will be an employee of Producer for **[the duration of the production and/or a specific length of time]**.

Producer and/or **[name of production company]** has the right to use Employee’s likeness in materials used for publicity for **[the film, television show, etc.]**.

Employee agrees that any information he/she learns and/or uses during the course of employment is the property of **[production company]**. Employee agrees to keep all such information, material, etc. confidential and secure from all third parties, unless he/she obtains written consent to do otherwise. Failure to maintain confidentiality will result in legal action against Employee.

Employee agrees that any work created for the purpose of **[name of film, television show, etc.]** is his/her original work. Employee further agrees that all rights, including copyrights, performance rights and publicity rights, belong to **[producer and/or production company, or Employee]**.

Employee understands that screen credits are at the sole discretion of **[producer and/or production company]**.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Producer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Producer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_