

CREW DEAL MEMO

READ FIRST

Note
This deal memo is a starting point, not legal advice. Have an entertainment attorney review it, and check the wage and hour rules for the state where you shoot.

PRODUCTION

Field	Value
Production title	SALT FLATS
Production company (employer)	Dry Creek Pictures LLC
Payroll company	(payroll company name)
Union status of show	Non-union crew
Shoot location	Bakersfield and Kern County, CA
Prep / shoot / wrap dates	Prep 10/2/2026, shoot 10/5 to 10/17/2026, wrap 10/19/2026

CREW MEMBER

Field	Value
Name	Hannah Cole
Department / position	Sound / production sound mixer
Reports to	Line producer (hiring); director and 1st AD (on set)
Hired as	Individual employee (W-2). Loan-out: No
Phone / email	661-555-0162 / (email)

Field	Value
Home base	Los Angeles (not local to Bakersfield)
Start date	Fri 10/2/2026 (package check, timecode jam at camera prep)
Days engaged	1 prep, 12 shoot, 1 wrap

COMPENSATION

Item	Amount	Basis	Notes
Day rate	\$440	Per 10-hour day, guaranteed	Hourly base \$40.00 (8 straight + 2 at 1.5x = 11 hours)
Overtime after 10 hours	\$60.00/hr	1.5x base, hours 11 to 12	Paid in 1/10-hour increments
Double time	\$80.00/hr	2x base, after 12 hours	
Prep and wrap days	\$440	Per day, 10-hour guarantee	Same rate as shoot days
Sound package rental	\$250	Per shoot day, 12 days = \$3,000	Invoiced separately, not wages. Inventory attached.
Housing	Provided	Crew hotel, single room, 10/1 to 10/17	
Per diem	\$40	Per night away from home	Paid weekly
Mileage / travel	One round trip LA to Bakersfield	At production's standard mileage rate	
Pay schedule	Weekly	Via payroll company	Time cards due Sunday 6:00 PM

TERMS (PLAIN-LANGUAGE SUMMARY)

Clause	Summary
Work for hire	Everything the crew member records or creates for the production belongs to the production.
Exclusivity	Crew member works only for this production on engaged days.
Guarantee	Paid for at least 10 hours on each day worked, even if wrapped early.
Overtime	Paid per state law and the rates above. Overtime must be approved by the 1st AD or line producer on the day.
Kit and package	Production pays the rental above and covers loss or damage to listed items only while on the production, subject to production insurance. Unlisted gear is not covered.
Credit	End credit as Production Sound Mixer, if the crew member completes the engagement.
Cancellation	Either side may end the engagement with notice. Production pays for days already worked and any guaranteed days in the current week.
Safety and conduct	Crew member follows production safety rules and the anti-harassment policy provided with start paperwork.
Confidentiality	No sharing script, footage, or set photos without written permission.
Start paperwork	Signed memo, I-9 with ID, W-4, California DE 4, emergency contact, and kit inventory due before the first day.
Attorney review	This summary is not the contract language. Review the full deal memo with an entertainment attorney.

APPROVALS AND SIGNATURES

Party	Name	Title	Signature	Date
Crew member	Hannah Cole	Production sound mixer		
Production	Rosa Delgado	Line producer / UPM		

Party	Name	Title	Signature	Date
Accounting (received)				

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