



Directors Guild of America
 7920 Sunset Blvd.
 Los Angeles, CA 90046
 (310) 289-2000
 RCForms@dga.org

UNIT PRODUCTION MANAGER, ASSISTANT DIRECTOR, ASSOCIATE DIRECTOR DEAL MEMORANDUM WEEK-to-WEEK or DAILY EMPLOYMENT

Deal Memos must be submitted no later than commencement of services,
 pursuant to Basic Agreement Article 13-107 and Sideletter No. 35

This confirms our agreement to employ you on the project described as follows:

AD/UPM INFORMATION:

Name: _____ SSN# (last 4 digits): _____
 Loanout: _____ FID. #: _____
 Address: _____ Tel. #: _____

Category: Unit Production Manager Additional Second Assistant Director
 First Assistant Director 2nd Second Assistant Director - Location Manager (in NY/Chicago only)
 Key Second Assistant Director Associate Director (line cut)
 2nd Second Assistant Director Associate Director (no line cut)

Start Date (on or about): _____ Guaranteed Period: _____ One Day 3 Days Week
 Salary (U.S. Dollars): Studio: \$_____ Distant Location: \$_____ per Day 3 Days Week, and shall be prorated thereafter
 Only if specifically hired for second unit or added scenes/retakes, check: Second Unit Added Scenes/Retakes
 Other Conditions: _____

PROJECT INFORMATION:

Series or Project Title: _____
 Episode #: _____ Episode/Segment Title: _____

Type of Production: Feature Multi-Camera Prime-Time Dramatic Other Television
 Single-Camera High Budget SVOD Program (as defined in Sideletter No. 35 of the BA)

If High Budget SVOD Program, please also indicate:

Name of platform for which program is made: _____
 Length of High Budget SVOD program: 20-35 min 36-65 min 66-95 min 96 min or more

Location (choose one or both): Studio Distant Location (City/State or Country): _____

Budget for Basic Cable Dramatic Programming (check one):

30 minutes:	<input type="checkbox"/> < \$550,000	<input type="checkbox"/> ≥ \$550,000 and ≤ \$875,000	<input type="checkbox"/> > \$875,000
31-60 minutes:	<input type="checkbox"/> < \$1,200,000	<input type="checkbox"/> ≥ \$1,200,000 and ≤ \$1,493,500	<input type="checkbox"/> > \$1,493,500
61-120 minutes:	<input type="checkbox"/> < \$2,750,000	<input type="checkbox"/> ≥ \$2,750,000 and ≤ \$4,635,000	<input type="checkbox"/> > \$4,635,000

ACCEPTED AND AGREED:

This employment is subject to the provisions of the Directors Guild of America, Inc., Basic Agreement.

Signatory Employer (Company Name): _____

Signatory Employer Representative Signature: _____

Date: _____

Employee Signature: _____

Date: _____