



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

LOW BUDGET AGREEMENT UNIT PRODUCTION MANAGER AND ASSISTANT DIRECTOR DEAL MEMORANDUM

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

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 2nd Second Assistant Director
 First Assistant Director Additional Second Assistant Director
 Key Second Assistant Director 2nd Second Assistant Director - Location Manager (in NY/Chicago only)

Photography (check all that apply): Principal Second Unit Re-Shoots Add'l Photography

Salary (U.S. Dollars): Studio: \$ _____ Location: \$ _____ per Day Week and shall be prorated thereafter

Production Fee (U.S. Dollars): Studio: \$ _____ Location: \$ _____

Start Date (on or about): _____ Guaranteed Period: _____ Days Weeks

Other Conditions (credit, suspension, per diem, deferred compensation, etc.): _____

PROJECT INFORMATION:

Film Title: _____

Budget (U.S. Dollar Amount) \$ _____

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

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: _____