



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: \_\_\_\_\_