Talent engagement deal memo

Engagement and compensation

Complete the commercial terms with the performer. Do not assume a blank field means an unpaid service or an unlimited commitment.

Complete the PDF fields, then save and reopen to check your entries. Use a referenced attachment if you need more room.

General drafting template for adults. Obtain qualified local legal review and confirm applicable union requirements before use.

Parties and production

Production and memo reference
[Project title, memo ID, and issue date]

Engaging company
[Full legal name and business contact]

Performer and representative
[Performer legal name, professional name, and authorized representative if any]

Services and working schedule

Role and agreed services
[Role, deliverables, rehearsals, fittings, and any separately agreed specialist work]

Dates and locations
[Service dates, confirmed or tentative status, locations, and time zones]

Applicable agreement
[Union or other agreement, classification, version, and contract reference]

Compensation

Currency and gross rate
[Currency, amount, hourly or other approved basis, guarantee, and covered services]

Additional pay and expenses
[Overtime and other pay references, travel, lodging, allowances, and reimbursement terms]

Payment timing and process
[Pay schedule, payroll contact, and approved payment route; no bank or tax identifiers]

Talent engagement deal memo

Terms and acceptance

Changes and supporting documents

Cancellation and rescheduling

[Agreed notice, cancellation compensation, rescheduling process, and attachment if needed]

Rights and usage attachment

[Exact signed release or rights schedule ID, version, and scope; this memo alone grants no usage rights]

Additional agreed terms

[Credit, exclusivity if expressly agreed, attached terms, and order of precedence]

Work jurisdiction and review

[Applicable work locations, law reviewed by counsel, reviewer, and review date]

What the parties are agreeing to

When completed and signed by both parties, this memo records the engagement terms above and the attachments expressly identified here. Required union contracts and onboarding records must be completed before services begin.

Applicable law and binding collective agreements control over conflicting terms. This memo does not waive statutory pay, safety, residual, benefit, or other nonwaivable rights, and does not determine worker classification.

No artificial-intelligence training, digital replica, voice cloning, or synthetic performance is authorized by this memo. Those activities require a separate, specific agreement and any required union process. Changes to these terms must be agreed in writing by authorized parties.

Signatures

Performer acceptance

[Signature, printed name, and date]

Company acceptance

[Authorized signature, printed name, title, and date]

Adult engagements only. This is a general drafting template, not legal advice or a substitute for required union contracts. Obtain qualified local legal review before use; signing can create obligations.