UPP / LIVE EVENTS AND TOURS

Tour engagement deal memo

Engagement and pay

Record the actual offer. A blank field is an unresolved term, not an unpaid service or an open-ended 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 tour

Tour and memo reference
[Tour title, memo ID, issue date, and attachment register]

Engaging company and worker
[Company legal name, worker legal / professional name, and business contacts]

Role and representation
[Role, department, agreed services, and authorized representative if any]

Dates and governing agreement

Commitment and route
[Rehearsal, travel, show, and release dates; confirmed / tentative status; itinerary version]

Covered work and locations
[Included activities, work locations / jurisdictions, and any separate specialist services]

Applicable agreement
[Union, agreement / tier, classification, effective version, and required contract reference]

Compensation

Currency, gross rate, and guarantee
[Approved pay basis, covered units / activities, guarantee, and any separately priced services]

Additional pay and payroll
[Overtime, travel / rehearsal pay and benefit references; pay schedule and payroll contact]

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Travel, changes, and acceptance

Resolve travel responsibilities before departure and identify the signed documents that support this memo.

On the road

Transport, lodging, and allowances
[Who books / pays; standards; baggage / equipment; approved per diem, meals supplied, and expense process]

Working schedule and support
[Rest / days off agreement reference; schedule notice; emergency and access support contact]

Changes and attachments

Cancellation, extension, or replacement
[Agreed notice, compensation, return travel, approval process, and governing attachment]

Rights, additional terms, and review
[Separate recording / usage agreement if any; attachments and precedence; counsel / union reviewer and date]

Acceptance

The parties accept the completed terms and the attachments specifically identified here. Applicable law and binding collective agreements control over conflicting terms. This memo does not decide worker classification or waive pay, benefit, safety, or other nonwaivable rights.

No recording, broadcast, publicity use, AI training, digital replica, voice cloning, or synthetic performance rights are granted by this memo. Obtain separate specific permissions and any required union process. Agree changes in writing through authorized parties.

Signatures

Worker acceptance
[Signature, printed name, and date]

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

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