



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

# ASSOCIATE DIRECTOR AND STAGE MANAGER DEAL MEMORANDUM LIVE & TAPE

Deal Memos must be submitted no later than commencement of services,  
pursuant to FLTTA Article 10, Part 3, Section F.

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

## AD/SM INFORMATION:

Name: \_\_\_\_\_ SSN# (last 4 digits): \_\_\_\_\_

Loanout: \_\_\_\_\_ FID. #: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Category:  Associate Director  Stage Manager  Second/Additional Stage Manager

|                                 |  |   |
|---------------------------------|--|---|
|                                 | <i>(Prime-Time Dramatic)</i>                         | <i>(Other than Prime-Time Dramatic)</i>           |
| Salary (U.S. Dollars): \$ _____ | <input type="checkbox"/> per Week (Studio)           | <input type="checkbox"/> per Week (40 hours)      |
|                                 | <input type="checkbox"/> per Week (Distant Location) | <input type="checkbox"/> per Week (Flat 60 hours) |
|                                 | <input type="checkbox"/> per Day (Studio)            | <input type="checkbox"/> per Day (8 hours)        |
|                                 | <input type="checkbox"/> per Day (Distant Location)  | <input type="checkbox"/> per Day (Flat 12 hours)  |

Additional Time: \$ \_\_\_\_\_  per Week  per Day

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

Other Conditions: \_\_\_\_\_  
\_\_\_\_\_

## PROJECT INFORMATION:

Picture or Series Title: \_\_\_\_\_

Episode #: \_\_\_\_\_ Episode Title: \_\_\_\_\_

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 shall be subject to termination in the event of any incapacity or default of the Employee or in the case of any suspension or postponement of production by reason of strikes, acts of God, governmental action, regulations, or decrees, or for any other customary "force majeure" reason.

This employment is subject to the provisions of the Directors Guild of America, Inc., Freelance Live & Tape Television Agreement.

Signatory Employer (Company Name): \_\_\_\_\_

Signatory Employer Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_