# Crew deal memo for UK productions

A one-page record of the terms for each crew member. Both sides sign before the first day of work.

*A starting template, not legal advice. Check it suits your production, and take advice for anything unusual.*

## 1. Employment status: settle this first

*[Look at how the work is done. The label in this memo is one factor among several, and the answer is not settled by the wording below.]*

[ ] Does the person have to do the work personally, or can they send someone else?

[ ] Is the person paid for the work they do, and do they work through their own company?

[ ] Must the business offer work, and must the person accept it?

[ ] Does a manager control how, when and where the work is done?

| | |
|---|---|
| **Status agreed** | *[Employed, Self-employed or Other. Write the reasons in the production file]* |
| **Advice taken, if the answer was unclear** | *[who advised, and when]* |

## 2. Production and engagement

| | |
|---|---|
| **Production company** | *[legal name]* |
| **Production title** | *[working title is fine]* |
| **Signed for the production by** | *[name and position]* |
| **Role engaged for** | *[e.g. sound recordist, one shoot day]* |
| **Place of work** | *[full address, including the room if it is a studio]* |
| **Start date** | *[dd/mm/yyyy]* |
| **End date or ending event** | *[a date. "Until the job is finished" is not a date]* |

## 3. Crew member

| | |
|---|---|
| **Full name** | *[as it appears on ID]* |
| **Address and contact details** | *[address, mobile and email]* |
| **Company name, if they invoice through one** | *[or leave blank]* |
| **Kit they supply, if any** | *[list each item]* |
| **Kit insured for use on set?** | *[Yes or No, and who insures it]* |



Watermarked preview. Get the clean file free at www.granary.digital/guides.html

## 4. Dates and call times

| Date | Call time | Expected finish | Hours expected | Notes |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 5. Pay, overtime and expenses

| | |
|---|---|
| **Day rate or hourly rate** | *[amount and whether it is +VAT]* |
| **What the rate includes** | *[e.g. kit hire, prep day, travel to the barn]* |
| **Overtime rate and when it starts** | *[agreed in writing]* |
| **Breaks** | *[how meal breaks are handled]* |
| **Expenses reimbursed** | *[travel, meals or other, with any limit]* |
| **How and when to claim expenses** | *[route, receipts and deadline]* |
| **Payment date and method** | *[e.g. within an agreed number of days of the invoice]* |
| **Invoice route** | *[who to send the invoice to, and how]* |

## 6. Credit and rights

| | |
|---|---|
| **Credit wording** | *[e.g. "Sound" in the end credits]* |
| **Rights in the work** | *[who holds the rights to what the person produces. Take advice on the wording]* |

## 7. Signatures

Both parties sign before the first day of work.

| Party | Name | Signature | Date |
|---|---|---|---|
| | | | |
| | | | |

Sources checked 5 November 2026: GOV.UK, Employment status: worker (www.gov.uk/employment-status/worker). Pact, Contracting off-screen talent and crew (www.pact.co.uk). Bectu rate cards are covered on the crew rates guide.



Watermarked preview. Get the clean file free at www.granary.digital/guides.html