Deal memo checklist

Tick each line before you say yes in writing. If a line is missing, ask. A deal memo is a contract.

Who and what

- [ ] The production company's full legal name (not just the show title) and who signs for them.
- [ ] Your job title and grade exactly as it will appear on the paperwork and the credits.
- [ ] Start date, and how the end is fixed: a set date, the end of the shoot, or 'for the duration of the production'.
- [ ] Whether you are engaged as self-employed (Schedule D) or PAYE, and on what basis. Check your role against HMRC's film and TV list (ESM4120).

Pay

- [ ] Your rate, and whether it is a daily or weekly rate. Compare it with the current Bectu rate card for your grade.
- [ ] The length of the working day the rate covers, and whether lunch is inside or outside it.
- [ ] Overtime: when it starts, how it is counted (hourly, half-hourly) and the rate.
- [ ] Night, weekend, bank holiday, travel day, prep and wrap day rates, if any.
- [ ] Holiday pay if you are PAYE: how it is paid (in your rate, or as leave).
- [ ] Kit or box rental: what is listed, the rate, and who insures it.
- [ ] Mileage, per diems and accommodation if you work away.

Getting paid

- [ ] Who you invoice (or how payroll works), the PO number, and the timesheet deadline each week.
- [ ] Payment terms in days, and what happens if pay is late.
- [ ] Cancellation: what you are paid if the job is cancelled or postponed before or after you start.

Hours and welfare

- [ ] Turnaround: the rest you get between wrap and the next call.
- [ ] Travel to set: where the unit base is, and whether travel time beyond a set distance is paid.
- [ ] Who to go to with a concern on set, and the production's bullying and harassment policy.

Before you sign

- [ ] Credit: how and where you will be credited.
- [ ] Notice: how either side can end the engagement.
- [ ] Anything you were told on the phone is written down in the memo.
- [ ] You have kept a copy, and you know who to call at Bectu if anything looks wrong.