

## LSU SCHOOL OF THEATRE – FILM CREW DEAL MEMO

**Production Title:**

**Producer:**

**Director:**

**Executive Producer (“LSU”):**

**CREW  
MEMBER:**

**POSITION:**

**START DATE:**

**ADDRESS:**

**END DATE:**

**PHONE:**

**EMAIL:**

**CREDIT:** Subject to Executive Producer approval and completion of duties in full, Crew Member shall receive a screen credit of:

**TITLE:**

**NAME AS SUCH:**

**TERMS/DUTIES:**

1. **SCHOOL CREDIT:** If Crew Member participates in film for LSU school credit, Crew Member understands it is their responsibility to enroll in THTR 4735 in the Spring semester of, or immediately following, the semester of physical production. Crew Member is eligible for the following credit load: (3) THTR 4735 credits for Director, Producer, Cinematographer, Editor, Production Designer, and First Assistant Director; (2) THTR 4735 credits for department heads not listed above; (1) THTR 4735 credit for assistants, day-players, and positions not listed above. If the Crew Member fails to register for credit during the academic year of physical production, they will forfeit the credit.
2. **RATE:** If daily rate is indicated, services are guaranteed for a period of one day. Employment hereunder is at an “at will” nature and is subject to termination without notice by either party. Crew Member may not receive compensation and school credit for the same production.
3. **EXCLUSIVITY:** Crew Member’s services shall be rendered on an exclusive basis while employed by LSU pursuant to this agreement. Crew Member shall comply with all rules and regulations of LSU, including, without limitation, those set forth herein.
4. **HIRING/PARTICIPATION:** No one is to be hired and/or participate in the production without a written deal memo approved by the Executive Producer.
5. **PURCHASES/RENTALS/EXPENSES:** All purchases and rentals outside of LSU Equipment Office must be pre-approved by Executive Producer and Business Manager and conform to all policies and regulations outlined in the Geaux Film Financial Management Handbook. LSU will reimburse only those expenses accompanied by original itemized receipt. LSU is not responsible for incidental expenses incurred by Crew Member.
6. **DRUG/ALCOHOL:** The consumption of alcoholic beverages by Crew Member during working hours, and use of non-prescribed controlled substance, is prohibited and cause for immediate dismissal.
7. **SAFETY:** Crew Member is responsible for abiding by the [CMDA Production Safety Handbook Code of Conduct and Equipment Policies](#). Executive Producer may dismiss or fire Crew Member at will for failing to follow policies, with possible forfeiture of compensation and/or school credit.
8. **RECOVERABLE ITEMS:** Crew Member is responsible for all recoverable items purchased. These items become LSU property at the time of purchase. All recoverable items will be collected at wrap.
9. **PERSONAL PROPERTY:** Crew Member should not bring personal property to set, except that required for Crew Member’s job. LSU shall not be responsible for any of these items, including cameras, clothing, radios, sunglasses, etc.
10. **PARKING TICKETS:** Parking tickets will not be reimbursed by LSU.
11. **NAME/VOICE/LIKENESS/BIO:** Crew Member irrevocably grants LSU and assigns the right to use Crew Member’s name, voice, likeness, and biography in connection with the exploitation and promotion of the picture in any manner and any medium whatsoever, in perpetuity and throughout the universe, without further compensation.
12. **OWNERSHIP:** LSU assigns all rights of motion picture or audio-visual work to Director.
13. **ENTIRE AGREEMENT:** This agreement contains the entire understanding of the parties hereto relating to the subject matter herein contained, and all prior agreements between the parties have been, by this reference merged herein. This agreement may not be altered, modified, changed, rescinded or terminated in any way except by and instrument of writing signed by parties hereto.
14. **ASSIGNMENT:** Executive Producer may assign, transfer, license, delegate and/or grant all or any part of its rights, privileges and property hereunder to any person or entity. This Agreement shall be binding upon and shall insure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and assigns. Crew Member may not assign the Agreement or any of Crew Member’s rights or obligations.

**AGREED TO BY CREW MEMBER:**

**AGREED TO BY LSU:**

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)