



**Crew Deal Memo
For Intermediate & Advanced Projects**

Title of Project: _____

Student Filmmaker's Name: _____

As a crew member, I promise to:

- Honor my commitment to you and to work all agreed upon days
- Arrive on time and ready to work Work as directed until "wrap" is called or 12 work hours have elapsed
- Adhere to the DFM safety guidelines and email the safety hotline if I have safety concerns Stay updated on Call Sheet instructions and updates

Expectations of your Director:

- Be prepared, organized, and communicate in advance shoot dates, positions, and responsibilities
- Only film scenes that have been approved by the DFM Head of Production
- Treat you, the other crew members, and public with respect Not work more than 12 hours/day (not including a 1/2 hour meal break)
- Reasonable turnaround time, but not less than 10 full hours
- Provide you with access to bathrooms and meals (including craft service, lunch, and/or dinner)

EVERYONE MUST:

- Adhere to DFM Set Etiquette and On Set Best Practices
- Wear proper footwear and clothing. Keep in mind that you are going to be on your feet for a long, long time. Make sure to bring protective equipment like gloves, sunglasses, and a hat.

EVERYONE MUST ADHERE TO THE STEPHENS COLLEGE CODE OF CONDUCT AND ACADEMIC DISHONESTY POLICIES. ANY VIOLATIONS WILL BE REPORTED TO THE APPROPRIATE DEPARTMENT. Failure to adhere will result in disciplinary action, including grade reduction, fines, loss of equipment or screening privileges; course failure, suspension or expulsion from Stephens College.

Crew Member's Name: _____

Scheduled End Date: _____

Position: _____

Total Scheduled Days: _____

Email: _____

Phone: _____

Crew Member's Signature: _____

Start Date: _____