<insert Company Letterhead>

**DEAL MEMO**

Subject to Contract

 ***Strictly Private and Confidential***

**Date:** .................................................

**Artist:** .................................................

**Artist Agent:** .................................................

**Production:** .................................................

**Role:** .................................................

**Contract (subject to change):** Run of Play etc.

**Rehearsals Commence (on or about):** .................................................

**Opening Performance (on or about):** .................................................

**Performances (subject to change):**  8 performances a week

**Performance Times (subject to change):**

Tuesday <insert time e.g: 1.00pm t0 8.00pm>

Wednesday <insert time e.g: 1.00pm t0 8.00pm>

 Thursday <insert time e.g: 1.00pm t0 8.00pm>

 Friday <insert time e.g: 1.00pm t0 8.00pm>

 Saturday <insert time e.g: 1.00pm t0 8.00pm>

Sunday <insert time e.g: 1.00pm t0 8.00pm>

**Rehearsal Wages:** $xxxx.xx

**Performance Wages:**  $xxxx.xx

 includes <insert number of performances>

 performances on a Sunday

(whether worked or not)

**Special Conditions:**  ........................................................

If the performer will be required to travel away from their ordinary place of residence as set out in their contract of employment, allowances will be paid in accordance with the applicable industrial instrument.

Please confirm acceptance of this deal by signing and dating below.

................................................. Date .............

Company Manager

................................................ Date ................

Artist

**SHOULD THE PRODUCTION PROCEED, THE PERFORMER WILL BE OFFERED A CONTRACT.**