[**GUIDANCE NOTE (DELETE THIS LATER)**]: This template is the suggested basis for a DEAL MEMO for the services of a performer.

<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.

[**GUIDANCE NOTE (DELETE THIS LATER)**]: Include the condition below if you require a new employee to be vaccinated against COVID-19

Any contract of employment will be conditional on:

* The Performer providing evidence that they are fully vaccinated against COVID-19 prior to commencement of their employment.  This includes:
	+ Online [immunisation history statement](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement) or
	+ COVID-19 digital certificate from the [Australian Immunisation Register](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register)
* If the Performer is unable to be vaccinated against COVID-19, they must provide evidence of a medical exemption from a medical practitioner in the form requested by the Employer.

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.**