ONBOARDING

Crew deal memo

FORM AT-04

arostime.com

PRODUCTION COMPANY	PRODUCTION TITLE	PROD #	ACCOUNT CODE

CREW MEMBER FULL NAME	EMAIL	MOBILE PHONE

PROVINCE / STATE OF RESIDENCY (TAX CREDIT)	EMERGENCY CONTACT NAME & PHONE

POSITION / CLASSIFICATION	DEPARTMENT	UNION LOCAL & TIER (OR NON-UNION)

START DATE	EST. END DATE	DEAL TYPE (DAY / WKLY / RUN)

BASE RATE ($)	RATE UNIT (HR / DAY / WK)	GUARANTEE (8 / 10 / 12H)	OT / TURNAROUND REFERENCE

KIT / BOX RENTAL ($)	KIT WEEKLY CAP (DAYS/WK)	CAR / MILEAGE RATE	PER DIEM / CELL

TRAVEL / ACCOMMODATION	SCREEN CREDIT (SUBJECT TO COMPLETION)

Kit Inventory & Insurance: Equipment/box rentals require a signed itemized Kit Inventory attached hereto. Production insures rented kit only when listed on inventory and reported promptly.

Confidentiality & Set Safety: No on-set photography, social media posting, or disclosure of scripts/schedules without written Producer consent. Crew agrees to abide by all safety bulletins and respectful-workplace policies.

Zero-SIN Privacy & Payroll: This deal memo contains no SIN/SSN or banking data. Statutory tax/direct-deposit startwork is submitted separately to the designated payroll company, whose calculation under the applicable agreement is final.

SPECIAL PROVISIONS & NOTES

CREW MEMBER SIGNATURE & DATE	DEPT HEAD / COORDINATOR & DATE	UPM / PRODUCER APPROVAL & DATE

Records agreed business terms. Not legal advice; does not supersede any applicable collective bargaining agreement.

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