**DEAL MEMO (sample)**

TO: (Designer name) AGENT:

FROM: (Producer name) DATE:

RE: (Designer role on Production name)EMAIL:

This Deal Memo is to officially confirm details regarding the employment of (designer name), resident of (city), as (role) for the (company name) production of (production name & year/date), directed by (director name).

**Schedule Overview**

Concept Meeting 21 July

Preliminary Design 4 Aug

Final Design 18 August

Documentation Delivery 25 August

Rehearsals commence 16 September

Previews start 20 October

Opening Performance 24 October

Closing performance 20 November

Venue: TBC

Fee Total: $7,500

Special Considerations:

1. For the purposes of this agreement the Designer’s place of residence is xxx
2. Xxx
3. Xxx

These details form the terms of the contract for the engagement. Please advise me as soon as possible if there are any concerns.

(Producer’s name ) (Designer’s name)  
Producer Designer (or design role)

Date Date