

Hi [Insert Party],

I look forward to working with you on this project. To recap our discussion, here are the terms of my participation as a _____ (insert position) with the _____ (insert project or production).

The location of the production will be _____.

I will be paid _____ (enter amount) on a _____ basis OR
I will be paid a one-time payment of _____.

The payment schedule is as follows _____ and I am being paid as an independent contractor.

I will have breaks as needed during rehearsal and production OR
I will have ____ number of breaks during rehearsal and production.

My image/name/likeness will be credited in the following materials _____ as
_____ (list how you would like your name).

[(IF APPLICABLE) My intellectual property ("IP") contributions will be used in the following ways _____ for X amount of time, and I will be compensated through _____ (list how you will be compensated if applicable).

OR

I am allowing you to use my intellectual property ("IP") in the following ways _____ and will be credited through _____. No further compensation will be required.

I can revoke usage of my IP if _____ (listed conditions) and you will be required to remove usage within 7 business days.]

The laws governing this agreement are laws of the state of _____ (list your state).

Please confirm/acknowledge the information above by replying to this email. Thank you so much.

Sincerely,

SIGNED