

**SCHEDULE "A-2"**  
**DIRECTORS GUILD OF CANADA, B.C. DISTRICT COUNCIL**  
**STANDARD FORM - DEAL MEMO**  
**PRODUCTION MGR., LOCATION MGR., ASST. DIRECTOR & PROD. ASSISTANT**

Name: \_\_\_\_\_ SIN. #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Loan-out: \_\_\_\_\_ B.C. Incorpor. #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_  
 City/Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

(The above information is required by CCRA under the Income Tax Act for mandatory RSP contribution.)

Employed for: (check one) \_\_\_\_\_ Main Unit \_\_\_\_\_ Second Unit \_\_\_\_\_  
 \_\_\_\_\_ Production Manager \_\_\_\_\_ Location Manager  
 \_\_\_\_\_ Unit Manager \_\_\_\_\_ Assistant Location Manager  
 \_\_\_\_\_ First Assistant Director \_\_\_\_\_ Location Trainee  
 \_\_\_\_\_ Second Assistant Director \_\_\_\_\_ Location Scout  
 \_\_\_\_\_ Third Assistant Director \_\_\_\_\_ Production Assistant (Office or On Set)  
 \_\_\_\_\_ Additional AD (Background Coordinator) \_\_\_\_\_ Trainee Assistant Director

Salary or Compensation: \$ \_\_\_\_\_ per WEEK \_\_\_\_\_ days \_\_\_\_\_ hours per day OR  
 \_\_\_\_\_ per DAY \_\_\_\_\_ hours

If any over-scale rates are to be offset or credited, describe in what manner or form such offset or credit will be applied. (See Section 15.6 of the 2009 Collective Agreement):

\_\_\_\_\_  
 \_\_\_\_\_

Current Title of Motion Picture: \_\_\_\_\_

Start Date (on or about): \_\_\_\_\_

Please check one of the following: Guaranteed Period of Employment: \_\_\_\_\_ daily \_\_\_\_\_ weekly

Studio Zone/Nearby Location \_\_\_\_\_ Distant Location \_\_\_\_\_ Combination of Both \_\_\_\_\_

Other Terms (e.g., Credit, Per Diem, etc.) \_\_\_\_\_ Per DGC Collective Agreement OR \_\_\_\_\_

\_\_\_\_\_

The undersigned hereby authorizes the Company/payroll to deduct two percent (2%) of gross earnings for Union Dues or Check Off and remit the same on a weekly basis to the Union. This document also authorizes the mandatory pension contribution to be deducted, where applicable, by payroll for each pay period and remit the same to Great West Life. This employment is subject to the provisions of the 2009 Collective Agreement.

Accepted and Agreed: \_\_\_\_\_ Signatory Company: \_\_\_\_\_

Employee: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_