

ALPD[#]

Lighting Technician Deal Memo / Letter of Agreement (LOA) Checklist

July 2021

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Introduction

The purpose of this document is to be a check list to encourage best practice in agreeing appropriate contracts. It should be read in conjunction with the ALPD Producer's Guide.

Deal Memo

A deal memo is a legally binding document that should be agreed between the Client (e.g. Production Manager/Producer) and the Contractor/ Lighting Technician before any work commences.

At a minimum it should state the following:

1 # Payment Terms

- 1.1 Rate of pay – day rate amount
- 1.2 Payment schedule & PO numbers must be agreed.
- 1.3 The daily rate should be agreed before work is commenced.
- 1.4 Weekly payments are expected, no matter the length of the job. The Lighting Technician will submit invoices in sufficient time to allow this to happen.
- 1.5 It should state who your line manager is.
- 1.6 The Deal Memo should agree the rate for additional unforeseen days when required.

2 # Dates:

- 2.1 Dates of attendance should be agreed in advance and put in writing.
- 2.2 Travel and rest days should be agreed.

3 # Hours of work

- 3.1 The normal period of work should not exceed 13 hours to include 2 one-hour meal breaks.
- 3.2 It is normal to take a 11-hour overnight break.
- 3.3 In the event of extended working days additional payment should be agreed in the Deal Memo at a minimum of half the daily rate.

4 # Risk Assessments/Safety and Insurance

- 4.1 All Risk Assessments / Method Statements should be made available to the Lighting Technician.
- 4.2 The Producer should be responsible for provision and maintenance of First Aid Equipment, trained personnel and the appropriate methods of recording an incident.
- 4.3 Access equipment should be of good quality and extra hired when the venue's equipment is unsatisfactory.
- 4.4 It must be agreed who is responsible for the insurance of:
 - Personal injury whilst on site
 - Illness and health whilst overseas
 - Travel insurance
 - Personal possessions from the theatre or accommodation or while traveling,
 - Essential equipment and tools owned by the Lighting Technician for use on the production

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5 # Travel and Expenses:

- 5.1 Travel days will be charged at half a day rate unless over 6 hours.
- 5.2 Travel costs must be reimbursed if the theatre, rehearsal space, warehouse or hire company is over 20 miles from the Lighting Technician's place of residence.
- 5.3 Mileage is charged at the rate set by HMRC
- 5.4 Parking cost when needed should be agreed in advance.
- 5.5 The standard of travel for air travel is:
 - 0-4 hours Economy
 - 4-8 hours Premium Economy
 - Over 8 hours Business

6 # Accommodation and Subsistence

- 6.1 Overnight accommodation should be agreed if the place of work is more than 20 miles from the Lighting Technician's home.
- 6.2 Where an overnight stay is required a per diem should be paid no less than that paid to other members of the production team.
- 6.3 Accommodation details including the hotel standard should be agreed and no less than other members of the production team.
- 6.4 The daily Subsistence amount for days away from home including travel days
- 6.5 High speed Wi-Fi should be provided.

7 # Programme Credit

- 7.1 The Lighting Technician must be credited in programmes and cast list whenever any other member of the production team is credited, i.e. the Production Manager or Stage Manager.

8 # Tickets

- 8.1 The Lighting Technician will be provided with a minimum of one seat to the opening night performance.
- 8.2 Preview and opening night guest tickets, staff discounts and complimentary tickets will be offered on a par to those offered to other members of the production team and the company.

9 # Access and Information

The Producer shall provide:

- 9.1 Office or workshop space as required
- 9.2 Access to adequate clean toilet and hand washing facilities available at all times.
- 9.3 A safe place to lock personal belongings.
- 9.4 The necessary security codes and passes to access backstage areas as required.
- 9.5 Drinking water must be accessible and available at all times.
- 9.6 Copies of social media policies, drug & alcohol policies, equal opportunities and harassment policies

10 # Cancellation + Late Payment clauses

- 10.1 In the event of cancellation of a confirmed booking with **less than** 2 weeks' notice the full amount of the agreed work must be paid.

- 10.2 In the event of cancellation of a confirmed booking with **more than 2 weeks'** notice 50% of the full amount of the agreed work must be paid.
- 10.3 Alteration of a call with less than 48 hours' notice will incur a cancellation fee.
- 10.4 Terms for Late Payments should be agreed in the Deal Memo.

II # Covid 19 - The Covid terms that need to be discussed and placed in your contract

- 11.1 What Covid 19 precautions are being put in place to keep me safe wherever I must carry out my role effectively? Points are covered in this document: <https://tinyurl.com/ybzsg7wg>
- 11.2 If you fall ill from Covid 19 or you are asked to isolate - what terms are in place to protect your remuneration?
- 11.3 If you fall ill from Covid 19 or you are asked to isolate - who will deputise in your role?
- 11.4 If another member of the lighting team falls ill - who will replace that team member and who is responsible for finding and paying that replacement?
- 11.5 If the production/building is closed due to Covid 19 - what terms are in place to protect your remuneration?
- 11.6 Will I be made part of a 'bubble' or 'cohort'? Who else is in it with me?
- 11.7 What level of PPE will I be required to wear by the management?
- 11.8 Will all PPE and sanitising supplies be provided by the management in order to complete the job safely?
- 11.9 If you are required to provide PPE or sanitising supplies yourself, will the cost be reimbursed by the management?
- 11.10 **Do Not Sign** a 'Covid Waiver'. Especially if the producer uses this as an excuse not to discharge their duty to provide a safe and healthy working environment.

The ALPD exists for everyone working with Light and Video.

If you work in live performance lighting or video, you should join the ALPD. You can join online at: <https://www.thealpd.org.uk/join>