

UPLOAD
PHOTO

COMMERCIAL ENGAGEMENT CONTRACT

PART A TO BE COMPLETED
PRIOR TO PRODUCTION

CONTRACT # BRANCH CODE

AGENCY (AGENCY PRODUCER)

ADDRESS

SPONSOR/PRODUCT

PRODUCTION HOUSE CHECK IF PAYING SESSION FEE

DIRECTOR

ADDRESS (CORPORATE NAME WHERE APPLICABLE)

CONTRACTS WITH TO SUPPLY THE SERVICES OF (PERFORMER NAME)

PERFORMER ADDRESS (STREET) (CITY) (PROVINCE) (POSTAL CODE) (TELEPHONE) (EMAIL)

SOCIAL INSURANCE NUMBER GST/HST # QST#

DATE OF BIRTH IF MINOR UNDER 18 PERFORMANCE CATEGORY/ROLE

TALENT AGENCY FULL MEMBER # PERMIT #

AGENCY CONTACT APPRENTICE #

NATIONAL-NUMBER OF COMMERCIALS TV RADIO DIGITAL MEDIA-VIDEO DIGITAL MEDIA-AUDIO TAGS

DEMO TV RADIO DIGITAL PRESENTATION DEMO INFOMERCIAL REGIONAL CHANGES PSA

SEASONAL TV RADIO DEALER TV RADIO DOUBLE SHOOT JOINT PROMO

LOCAL AND REGIONAL ADDENDUM-NUMBER OF COMMERCIALS Cat. # TV RADIO DIGITAL MEDIA DEMO DIGITAL MEDIA TO TV BROADCAST TV BROADCAST TO DIGITAL MEDIA OTHER L&R ACTRAonline OPPORTUNITY PILOT PROJECT

SHORT LIFE ADDENDUM-NUMBER OF COMMERCIALS TV 7 DAYS 14 DAYS 31 DAYS 45 DAYS RADIO 7 DAYS 14 DAYS 31 DAYS 45 DAYS

TV BROADCAST TO DIGITAL MEDIA DIGITAL MEDIA BROADCAST TO TV DIGITAL MEDIA TO OTHER MEDIA RADIO TO DIGITAL MEDIA ACTRAonline OPPORTUNITY PILOT PROJECT

USUse ARTICLE 2403 ARTICLE 2404 USE IN OTHER COUNTRIES ARTICLE 2405 ARTICLE 2406

COMMERCIAL NAMES /NUMBERS/LENGTH DOCKET

ADDITIONAL TITLES DIGITAL MEDIA FEES

SESSION FEES RESIDUAL FEES OTHER FEES

THIS CONTRACT IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE NATIONAL COMMERCIAL AGREEMENT FOR PERFORMERS IN COMMERCIALS NEGOTIATED BY ACTRA AND THE ICA/ACA.

PERFORMER/GUARDIAN SIGNATURE DATE

ENGAGER SIGNATURE DATE

WORK REPORT: IT IS IMPORTANT THAT THE FOLLOWING REPORT BE COMPLETED AT THE END OF PRODUCTION AND FORWARDED TO ACTRA WITHIN 48 HOURS TO ENSURE PROPER PAYMENT.

DATE	TRAVEL TIME		CALL TIME	MEAL TIME		FINISH TIME	TRAVEL TIME		DATE	CALL TIME	FINISH TIME
	FROM	TO		FROM LOCATION	TO HOME						
										WARDROBE CALL	
										REHEARSAL	
										HOLDING CALL	
										SUBSTANTIAL SNACK	YES NO

PLEASE NOTE THAT PAYMENT FOR THIS WORK SESSION MUST BE RECEIVED IN THE ACTRA OFFICE NOT LATER THAN 15 BUSINESS DAYS AFTER COMPLETION OF THE WORK SESSION IN ORDER TO AVOID LATE PAYMENT PENALTIES. SESSION AND RESIDUAL FORMS SUPPLIED BY ACTRA ONLINE AVAILABLE AT www.actra.ca MUST BE USED WHEN SUBMITTING PAYMENTS. ACTRA DOES NOT INVOICE FOR SESSION AND RESIDUAL FEES

PERFORMER INITIALS INDICATE WHICHEVER IS APPLICABLE TO THIS CONTRACT

AGREE DISAGREE

ENGAGER/REPRESENTATIVE INITIALS

When the Contract is completed it must be scanned and a digital copy given to the performer during production and a copy sent to the local ACTRA Branch before the payment is remitted