

DESIGNER'S OFFER CHECKLIST PRIOR TO FULL CONTRACT NEGOTIATION



- Name of Production Company/Producer:.....
- Name of Production/Project.....
- Name of Director:.....
 - Where is the Director based (where will design meetings happen?):.....
- Name of Venue or range of venues, if touring (largest and smallest):.....
- Number of Actors:..... Number of Characters:.....
- Budget; Set:..... Costumes:..... Props:.....
- Dates;
 - Opening Night:.....
 - First Performance/Previews:
 - Tech/Dress Rehearsals:.....
 - Get-in:.....
 - First day of Rehearsals:.....
 - Final Design Deadline:.....
 - Preliminary Design/White Card Deadline:.....
- Where will the show be rehearsing:.....
- Designers Fee:.....
- Designers Royalty (if applicable):.....
- Design/Model Expenses Budget:.....
- Travel Expenses – total if capped:.....
- Subsistence (Per-dium):.....
- Accommodation Expenses – total if capped:.....
- Is the Designer expected to be involved in the additional work of making for the show, i.e. set building, scenic painting, prop making, costume making? (This work should be paid for in addition to the fee). Y N
- Is there budget for a Costume Supervisor? Y N
- Is there budget for a Prop Supervisor? Y N
- Who is the Production Manager, if contracted:.....

Additional questions to help you access how much time a job might take;

- When would Producers First Call on design start:.....
- How much availability is expected of the designer during rehearsals:.....
- How many meetings are anticipated;
 - Before rehearsals starts:.....
 - During rehearsals (1 Production meeting per week?):.....

On the basis of this checklist it should be possible to work out whether the fee being offered is reasonable or if you need to ask for more fee or expenses or both.

Try to work out how many days you will be working on the show beyond the actual design process and try to calculate your travel and subsistence expenses per visit.

(It is useful to agree in writing the minimum or reasonable number of visits required during your engagement, based on off-peak travel with the proviso that peak travel or more visits will have to be negotiated and agreed by the Production Manager/Producer before being undertaken.)

Additional making over and above the design brief e.g. making costumes, set building, scenic painting should be separate from the fee (as in ITC contracts, which is a very useful model with a minimum weekly rate defined). This should allow you to opt to do that work yourself or to pay someone else that rate to complete those aspects.

This is the time to question the fee and expenses and if necessary ask for more money. If you are able to cite examples of what the figure mean that will make your argument stronger.

If the offer is of interest the next step is to agree a contract. Hopefully you will be offered a contract with the Equity or ITC collective agreement as a basis. Please see the *Designers Contract Check List* sheet for points and wording to try and get included in your contract.