

ACTRA

COMMERCIAL ENGAGEMENT CONTRACT

**PART A TO BE COMPLETED
PRIOR TO PRODUCTION**

CONTRACT #

BRANCH
CODE

AGENCY <small>(AGENCY PRODUCER)</small>	
ADDRESS	
SPONSOR	
PRODUCT	
PRODUCTION HOUSE	CHECK IF PAYING SESSION FEE <input type="checkbox"/> US
ADDRESS <small>(CORPORATE NAME WHERE APPLICABLE)</small>	
CONTRACTS WITH <small>(PERFORMER NAME)</small>	
TO SUPPLY THE SERVICES OF <small>(STREET)</small>	
PERFORMER ADDRESS <small>(CITY)</small>	<small>(PROVINCE)</small> <small>(POSTAL CODE)</small>
<small>(TELEPHONE)</small>	<small>(EMAIL)</small>
SOCIAL INSURANCE NUMBER	GST/HST # QST#
DATE OF BIRTH IF MINOR UNDER 18	TALENT AGENCY
PERFORMANCE CATEGORY	FULL MEMBER # APPRENTICE #
	PERMIT #

NATIONAL-NUMBER OF COMMERCIALS		TV	RADIO	DIGITAL MEDIA-VIDEO DIGITAL MEDIA-AUDIO	TV	RADIO	DIGITAL MEDIA	TAGS
DEMO	TV	RADIO	DIGITAL MEDIA	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 TO TV BROADCAST	DEMO	DIGITAL MEDIA TO TV BROADCAST	OTHER L&R AOPP
SHORT LIFE ADDENDUM-NUMBER OF COMMERCIALS		TV	7 DAYS	14 DAYS	31 DAYS	45 DAYS	RADIO	7 DAYS
TV BROADCAST TO DIGITAL MEDIA		DIGITAL MEDIA BROADCAST TO TV		DIGITAL MEDIA TO OTHER MEDIA		ACTRAonline OPPORTUNITY PILOT PROJECT (AOPP)		
BUNDLE NATIONAL USE		U.S. USE ARTICLE 2403		ARTICLE 2404		FOREIGN USE ARTICLE 2405		
ARTICLE 2406		COMMERCIAL NAMES/NUMBERS/LENGTH						DOCKET
OTHER								
SESSION FEES			RESIDUAL FEES			BUNDLE 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 ACA.

PERFORMER/GUARDIAN SIGNATURE	DATE
PRODUCER 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
	HOME	TO LOCATION		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