

### **Sample Three**

## **Memorandum of Understanding for NAME OF PROJECT**

We the undersigned agree that:

1. We will each contribute to the creation NAME OF PROJECT
2. We will each do this on a voluntarily basis
3. We each recognise that expertise cannot be necessarily counted in hours, and that some vital contributions will take less time than others
4. We each commit to attending rehearsals. Rehearsals take place at VENUE, from DATE to DATE, from HOURS each day
5. We each commit to performing in the project. Performances take place at VENUE, from DATE to DATE, from HOURS each day
6. We each commit to taking responsibility for our health and fitness from the beginning of the rehearsal period until the final performance
7. The roles we are most responsible are: LIST ALL NAMES, EACH WITH THEIR PRIMARY ROLE.
8. We each commit to taking on other tasks to make the project happen: LIST ALL NAMES, WITH OTHER RESPONSIBILITIES EACH PERSON IS WILLING TO TAKE ON
9. We recognise that any box office receipts will go first into reimbursing people for project costs. We commit to keeping transparent records of project costs, with a running list of what gets reimbursed first that is agreed upon at production meetings
10. We each commit to attending weekly production meetings, where we will manage the logistics and finances of running the show. Production meetings will be chaired by NAME with NAME taking responsibility for taking minutes and emailing them to the group afterwards
11. The creative credits for NAME OF SHOW will be acknowledged in the following manner LIST HOW PEOPLE WILL BE ACKNOWLEDGED - AS CO-CREATORS, DEVISORS, CO-CHOREOGRAPHERS, ETC
12. We each consent to the use of images and video that we feature in to be used to promote the show in print and online, and for future funding applications for the project
13. If NAME OF PROJECT tours or is remounted for a second season at a later date then signatories to this document will be asked first to participate. If someone doesn't want to be involved then they consent that the remaining members of the group are free to choose their replacement
14. We each commit to solving problems as they arise and using respectful and honest communication at all times.

ADD IN ANYTHING PARTICULAR TO YOUR PROJECT THAT IS IMPORTANT TO YOU AND/OR THE GROUP

**Signed by:** SIGNATURES, FOLLOWED BY FULL NAMES

**Dated:** DATE

*COPIES GIVEN TO EVERYONE INVOLVED*