

# Checklist for contracting crew

Crewing up is no mean feat. In just a few weeks, you're tasked with contracting hundreds of people across various departments quickly – and compliantly. To help, here's a checklist of the key steps to take when contracting crew in the UK.

## Pre-contract stage

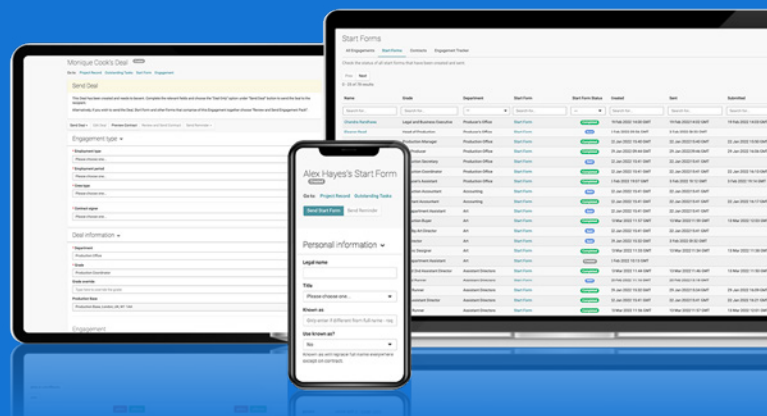
- ✓ Obtain the crew member's details (note: you'll need to do this even if you're contracting the crew member via a loan-out company).
- ✓ Confirm whether you're contracting the crew member as an employee under Pay As You Earn (PAYE), via a loan-out company or as a direct hire.
- ✓ If you're contracting the crew member as a loan-out company, consider and make an IR35 determination and retain a record.
- ✓ If you're contracting the crew member under PAYE, request a copy of their P45.
- ✓ Consider whether right to work checks are relevant.
- ✓ Consider whether the engagement requires any necessary pre-engagement checks where relevant (eg, DBS or driving licence checks).
- ✓ Send any summary deal terms to the crew member ("subject to contract") and complete negotiations.
- ✓ Enrol the crew member in a pension scheme (if relevant).
- ✓ Complete all production health and safety risk assessments.

## Contracting stage

- ✓ Check that the crew member's details are complete and correct.
- ✓ Check that the role is specified.
- ✓ Check that the duration of the engagement is clear.
- ✓ Check that the fee is clearly set out and broken down (excluding and including holiday pay, where relevant).
- ✓ Check that the box allowance, travel, accommodation and expenses have been inserted (where relevant).
- ✓ Confirm the payee's details (note: this may be an agent).
- ✓ Ensure that the agreement contains all standard language required in crew agreements.
- ✓ Specify any specific conditions precedent to the engagement (eg, DBS checks or a health assessment).
- ✓ Ensure that all Covid-19 requirements are met and that all declarations, forms and addenda are signed.
- ✓ Send all production policies to the crew member at the time of contracting (and keep evidence of their receipt).
- ✓ Once you've contracted your crew, remember to store all data securely and only for as long as necessary, restricting access to those who need it.

## Smart, efficient contracting from prep to wrap

- ✓ Save your team time
- ✓ See where you're exposed
- ✓ Get everything in place before you start shooting



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