



74-15 35th Avenue, 6F, Jackson Heights, NY 11372, Office: 718-429-2579

## MEMORANDUM OF UNDERSTANDING (MOU)

This is an agreement between “PARTY A”, hereinafter called QWFI/QWFF, and “PARTY B”, hereinafter called \_\_\_\_\_ (your name).

### I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to all festival events and initiatives.

In particular, this MOU is intended to:

- Establish the parameters of our professional relationship.
- Clarify the goals/outcomes, dates, and timeline for the project.
- Outline the duties for QWFI/QWFF and \_\_\_\_\_ (your name).

### II. BACKGROUND

QWFI/QWFF offers something for everyone – an annual event with multiple venues featuring exciting films from around the world and around the corner, informative panels with opportunities to develop ideas and establish contacts, a thriving Young Filmmakers Program, and the extremely popular Encore Screening Programming.

### III. QWFI/QWFF RESPONSIBILITIES UNDER THIS MOU

Provide all Festival Associates with the schedule as soon as possible. Facilitate training and orientations. Provide all purposeful information in a timely manner. Provide clear instructions and provide supportive supervision. Provide schedule changes, staffing changes, and other changes in as timely a fashion as possible.

### IV. \_\_\_\_\_ (your name) RESPONSIBILITIES UNDER THIS MOU

- Serve all QWFI/QWFF clients respectfully and professionally. Clients include *filmmakers, audiences, venues, and sponsors*.
- Follow directions of QWFI/QWFF Management and follow QWFI/QWFF procedures.
- Confirm schedules; Call-outs must be made no later than 24 hours before scheduled shift.
- Maintain Professional appearance and hygiene.

### V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification clause: If either party wants to modify this document, it must be done in writing.
2. Termination clause: If it becomes clear that the understanding is not fruitful, termination can be negotiated.

### VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Party A’s and Party B’s authorized officials.

It shall be in force from the date of signing until \_\_\_\_\_.

Parties A and B indicate agreement with this MOU by their signatures.

QWFI/QWFF	Date	Your Signature	Date
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