



### **CHECKLIST FOR RETAINING MUSICIANS**

- Negotiate details of the engagement. A sample contract is attached.
  - o Compensation to be paid (and timing of same)
  - o Length of performance
  - o Who will provide what equipment?
- Pay particular attention to the contract's cancellation provision. Two weeks' notice on the part of the Friends Group is provided, with full payment due either party if the other cancels later than that but no penalty for earlier cancellation. The opportunity to negotiate a different date is provided as remedy.
- If payment is required on the day of the event, contact PPF with all vendor information well in advance so that a check can be in hand appropriately.
- If it's an outdoor event, make arrangements for substitute location or protection for the musician's equipment in the event of inclement weather. Be clear with the performer about outdoor venues; be aware of musician contract provisions that require the venue to be responsible for damage to equipment in the event of weather-related mishaps.
- Be aware that some musicians are members of a union such as the American Federation of Musicians and may ask for execution of their own contract. Remind the musician that you are not his employer, but that he is acting as an independent contractor/performer.