

A Guide To Hiring Live Music

- | How to make sure your special event is a huge success.
- | Learn what your responsibilities are as a talent buyer.

Things to be considered...!

Be prepared!!! — Decide what your needs are before contacting the musician(s).

The Styles of Music

Determine the style of music you feel is best suited to the guests attending your event. Keep in mind the different age groups or backgrounds of your guests. The success of the event depends on satisfying your guests. _____

The Attire

What type of occasion is it; formal, casual or ethnic? Do you want the musicians to wear tuxedos, costumes, Hawaiian shirts or jeans? _____

The Timing

Do you have an itinerary or program for this event? Do you want the band to play during the cocktail hour, the dinner, the presentation, or just for the dance? Are you planning on the band playing while the guests arrive? Keep in mind that the normal set is 45 minutes long with a 15-minute break. _____

The Location

Is there easy access at the venue/home for the band to load and unload their equipment? Do they have to climb stairs or is there an accessible elevator? Is there ample and close parking for the musicians? Do you provide validations for their parking fees? Is the band going to be playing outside? _____

The Logistics

Are electrical outlets easy to access in the bandstand area? Are there safe, grounded electrical outlets if the bandstand is outside? Do you provide shade? Platforms? Is it a safe distance away from water? If they will be playing inside, do you want the sound amplified outside? Do you need extra speakers and wiring for such? If applicable, is there an on-site acoustic piano (or organ) or does the musician need to provide his/her own keyboards? _____

The Announcements/Toasts

Are you planning on making toasts or announcements? _____

Do you plan to use the band's microphone or do you want the bandleader to make the announcements? _____

Do you have a script? _____

Miscellany

Will the musicians be invited to eat? _____

Do you have a special area/table for them to take breaks or eat (vendor table)? _____

Notes

The Interview

Date: _____

The Facts

Name of Band: _____ Name of Leader: _____

Address/Phone of Leader: _____

Number of Musicians: _____ Number of Vocalists: _____

Location of Engagement: _____ Date/Hours of Engagement: _____

Type of Engagement (Dance, Banquet, Show, Wedding): _____

The Music

What style(s) of music do you play? _____

What instruments are played? _____

Do you provide a list of song selections? Do you take requests at the engagement? _____

Are you performing live where I can go to see the band that will appear at the event? _____

The Set Up

Are you familiar with our location? ____ Have you ever played there before? ____

Do you prefer to play on a platform or the floor? _____

What size area do you require for set up? _____

How long will it take to set up equipment? _____

Will set up be complete prior to the guests scheduled arrival time? _____

If an earlier set up time is necessary prior to playing, what is the charge? _____

Do you provide all necessary equipment to perform your service? _____

The Policies

When is the deadline for reserving your services? _____

What is your policy regarding cancellations or postponements? _____

Will you be available to play longer if the performance time is extended? ____

If overtime occurs, how is the added cost calculated? _____

Are there a minimum number of hours you are paid for? _____

The Fees/Dates

Total Fees: \$ _____

Deposit required: \$ _____ Due Date: _____

Balance of payment \$ _____ Due Date: _____

What is your acceptable manner of payment (cash, check)? _____

When can we meet to sign the contract? _____

Meeting location: _____

Notes:
