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:
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