The Center for Music Entrepreneurship at Manhattan School of Music facilitates the hiring of qualified musicians through its Hire a Musician program. This free service allows clients (employers) to post information about paid performance opportunities in our job books; interested musicians (alumni and current students) will then contact clients directly to discuss the event. Clients can expect to be contacted by a variety of ensemble leaders or solo musicians, depending on the information provided, and will be responsible for making a choice and entering into a contract. Please note that we do not directly issue contracts, nor are we responsible for the contractual negotiations between clients and musicians.

The questions on this step-by-step check list will help you in planning for music at an event. It is a thorough check list. We have outlined the various details which should help prevent misunderstandings and assist clients in an error-free and enjoyable event planning process.

**CHECK LIST**

**CONTACT INFO**

What is your name? ___________________________________________________________________ MR / MS / MRS

Have you ever hired professional musicians before?  ○ No  ○ Yes

Have you ever used our Hire a Musician service before?  ○ No  ○ Yes  (If Yes, when? ________________________)

Please describe your relationship to the event (example: “brother of the bride” or “host”)? ___________________________________________________________________

Is this event private or is it associated with an organization?  ○ Private  ○ Organization

Name of organization:_________________________________________________________

Who will be responsible for signing contract and paying musicians? __________________________

Who will be the primary contact person for the musicians? Name: _____________________________

What is the contact person’s phone number? _______________________________________________

**EVENT DESCRIPTION**

What is the type of event? (check one)

○ Wedding ceremony
○ Reception
○ Corporate party
○ Birthday
○ Awards/Fundraiser/Benefit
○ Anniversary
○ Gallery opening
○ Retail/Sales event
○ other _______________________________________________________________________________

For what portion of the event are you hiring musicians?

○ Ceremony
○ Cocktail hour
○ Reception
○ Dinner
○ other (describe)_____________________________________________________________________

Describe the guests who will be attending (check all that apply):

○ Children (approx. how many: ____________)  
○ Adults (approx. how many: ____________)  
○ Senior Citizens (approx. how many: ____________)
What is the date of event? Day of week: ______________________ Calendar date: _____ / _____ / ______

(Please note: we will be happy to talk through the process well in advance of the event for planning purposes, however, we generally counsel clients to post their request no more than 2-4 months in advance. It has been our experience that this will allow ample time to find qualified musicians for most events, while keeping to a minimum cancellations, substitutions, and confusion.)

When would you like the musicians to begin and end playing? 
Beginning: __________________am / pm
Ending: ____________________am / pm

(please note that the musicians must be able to leave following the ending time indicated)

What is the location of event?

What is the address: ______________________________________________________________________________
Street/Cross Street: _______________________________________________________________________________
Borough/neighborhood (if in New York City) or city/state: ___________________________________________________

Describe the space:

☐ Church/Synagogue
☐ Reception Hall
☐ Restaurant
☐ Private Home
☐ Building Lobby
☐ Outside
  If outside, describe the locale: ________________________________________________________________
  If outside, describe rain contingency plans: ______________________________________________________
☐ Other (describe: _____________________________________________________________________________)

Is the space carpeted? (this can effect acoustics, numbers of musicians, setup, and amplification)  ☐ Yes  ☐ No

Will the musicians have to set up in two different locations?  ☐ No  ☐ Yes

If yes, what are the specifics/circumstances? __________________________________________________________

Is there pre-existing amplification equipment in the space?  ☐ No  ☐ Yes

If yes, please describe: __________________________________________________________________________

What style or genre of music are you looking for?

☐ Classical
☐ Jazz
☐ Other (please describe in detail: ________________________________________________________________)

What kind of musicians are you interested in hiring?

☐ Classical Solo Piano
☐ Classical Solo Guitar
☐ Classical String Quartet (4)
☐ Classical String Trio (3)
☐ Classical Flute, Violin, Cello Trio
☐ Classical Solo Harp
☐ Classical Harp and Flute Duo
☐ Classical Guitar and Flute Duo
☐ Other Classical Chamber Ensemble (describe: ______________________________________________________)
☐ Classical Vocalist only (accompanist already having been engaged, please describe: ________________________)
☐ Classical Vocalist, with ensemble/musicians marked above
Jazz Solo Piano (acoustic piano provided)
Jazz Solo Keyboard
(musician will provide own keyboard and amplification; details regarding electricity and extension cords must be discussed)
Jazz Solo Guitar
Jazz Flute and Guitar Duo
Jazz Duo (what instruments: ________________________________ )
Jazz Trio (3) (what instruments: ________________________________ )
Jazz Quartet (4) (what instruments: ________________________________ )
Jazz Quintet (5) (what instruments: ________________________________ )
Other Jazz Ensemble:
Jazz Vocalist only (accompanist already having been engaged, please explain: ________________________________ )
Jazz Vocalist, with ensemble/musicians marked above
Other ______________________________________________________________________________________

If you are hiring a pianist, please describe the piano in the space:

- Upright
- Baby Grand
- Grand

Will the piano be professionally tuned especially for this event?  ☑ Yes  ☑ No
(If no, clients should be aware that a piano that is not regularly tuned can have a negative bearing on the success of the event.)

Are you looking to provide an opportunity specifically to current students (as opposed to graduates of the School)?

- Yes, students  ☑ No, professional graduates only

**BUDGET**

What is your budget for music for this portion of the event?  $________________________

THE CENTER FOR MUSIC ENTREPRENEURSHIP WILL SUGGEST UPON REQUEST THE LOWEST/FAIREST RATE FOR BOTH THE CLIENT AND THE MUSICIANS.

THESE SUGGESTIONS ARE BASED ON GUIDELINES SET FORTH BY THE LOCAL 802 CHAPTER OF THE AMERICAN FEDERATION OF MUSICIANS, AND WILL NOT SUPERCEDE UNION STANDARDS OR UNDERCUT PROFESSIONAL MUSICIANS.

**PLACING YOUR REQUEST**

Once you have reached a decision on the issues outlined above, please call to discuss your plans and to request a listing:

Mr. Casey Molino Dunn
Deputy Director, Center for Music Entrepreneurship
917-493-4486

(Keep this form handy when you call.)

Our suggested budget range for the above described engagement is $____________

THE CME DOES NOT CHARGE CLIENTS OR MUSICIANS FOR THE USE OF THIS SERVICE; WE BEAR NO RESPONSIBILITY FOR CONTRACTS ENTERED INTO BY INDIVIDUALS.

Thank you for using our service.