

HIRE A MUSICIAN FOR AN EVENT

Office of Career Development / Alumni Affairs - Manhattan School of Music

The Office of Career Development and Alumni Affairs 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: _____)

DATE & TIME

What is the date of event? Day of week: _____ Calendar date: ____ / ____ / ____
month day year

(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)

LOCALE

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: _____

MUSIC & MUSICIANS

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 OFFICE OF CAREER DEVELOPMENT 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:

Ms. Ar Adler
Assistant Director, Career Development / Alumni Affairs
917-493-4486

(Keep this form handy when you call.)

Our suggested budget range for the above described engagement is \$ _____

THE OFFICE 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.

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