



HIRE A MUSICIAN FOR AN EVENT

The Spanish Flamenco Guitar Society (SFGS) facilitates the hiring of qualified SFGS students and alums through its Hire a Musician program. This service connects clients (employers) with musicians for a range of events; interested musicians will then contact clients directly to discuss the event. There is no fee to use this referral service but clients are required to pay musicians a professional fee.

www.flamencoguitarsociety.com

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

Contact Info

Today's date: _____

Your name (Mr. / Mrs. / Ms.): _____

Have you ever hired professional musicians before? Yes No

If yes, have you ever used our Hire a Musician service before? Yes No

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: _____

Who will be responsible for signing contract and paying musician(s)?

Primary contact person for the musician(s): _____

Email: _____ Phone number: _____

Preferred contact method (If phone, what are the best hours to call?): _____

Event Description

What is the type of event?

- Wedding
- Memorial Service
- Corporate Party
- Birthday
- Awards/Fundraiser/Benefit
- Anniversary
- Retail/Sales Event/Opening
- Other: _____

For what portion(s) of the event are you hiring musicians?

- Ceremony
- Cocktail Hour
- Reception
- Dinner
- Other: _____

Approx. how many guests will be in attendance? _____

Date & Time

When is the event? Day of the week: _____

Calendar date: _____ / _____ / _____
month / date / year

Note: While we're happy to talk through the process well in advance for planning purposes, we advise clients to post their request no more than 2-3 months prior. This allows ample time to find qualified musicians, while keeping cancellations & confusion to a minimum.

When would you like the musicians to begin and end playing? Start: _____ am / pm

Note: musicians must be able to leave at the indicated end time. End: _____ am / pm

Venue

What is the location of the event?

Name of venue: _____

Street address: _____

City, State & Zip: _____

About the performance venue/setting:

- House of worship
- Reception Hall
- Restaurant
- Private Home
- Building Lobby
- Outside (describe locale & rain contingency plans): _____

Other: _____

Will the musician(s) have to set up in multiple locations? No Yes (describe): _____

Is there pre-existing amplification equipment in the space? N/A No Yes: _____

Music & Musicians

What style or genre of music are you looking for?

- Flamenco
 - Classical
 - Other: _____
-

What musician(s) are you interested in hiring (solo guitar, guitar and singer, guitar duo, etc.)? Note: depending on instrumentation and necessary equipment, there may be an additional fee.

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

- Grand/ Baby grand
- Upright
- None – Pianist will need to bring a keyboard.

Will the piano be professionally tuned especially for this event? N/A No Yes

Budget

What is your budget range for this portion of the event? \$ _____

If not accessible by public transportation, will travel be compensated? N/A No Yes: \$ _____

(Note: The SFGS can suggest a fair rate for all involved. These suggestions are based on guidelines set forth by the Spanish Federation of Musicians, and take into account the professional level of SFGS musicians.)

Additional Info

Are there any other details of which the SFGS should be aware?

Placing Your Request

Once you have reached a decision on the issues outlined above, please email us a completed copy of this form or call us with this form handy.

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The SFGS does not charge clients or musicians for this service and bears no responsibility for contracts entered into by individuals. Thank you for using our service.

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