

SARAH
LAWRENCE
COLLEGE

The Music Department at Sarah Lawrence College (SLC) facilitates the hiring of qualified SLC students through its Musicians for Hire program. This service connects clients with musicians for a range of events. Clients will receive contact information for musicians that are appropriate for their needs. The questions on this checklist will help you in planning for music at an event. We have outlined the various details to assist clients in an error-free and enjoyable event planning process.

Contact Info:

Today's Date: _____

Name: _____

Primary contact person for musicians: _____

Email: _____ Phone Number: _____

Preferred contact method (if phone, indicate best hours to call): _____

Event Description:

Music/Musicians:

What style or genre of music are you looking for?

Jazz _____

Classical _____

Folk _____

Other _____

What musician(s) are you interested in hiring (solo, trio, quartet)?

Instrumentation desired (name instruments or vocal) _____

I need suggestions _____

Student _____ or professional _____

Will the musicians be presenting a concert performance or background music?

What is the length of time the musicians will play? _____

What type of event (e.g. cocktail party, dinner)? _____

Approximately how many guests will be in attendance? _____

Date and Time:

When is the event? _____ / _____ / _____
Month Date Year

When would you like the musicians to begin and end playing?

Start Time: _____

End Time: _____

Venue:

Where is the event taking place?

Name of Venue: _____

Address: _____

City/State/Zip: _____

What kind of venue is it?

House of Worship _____

Hall _____

Restaurant _____

Private Home _____

Other _____

Is preexisting amplification equipment in the space? _____

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

Grand/Baby Grand _____

Upright _____

None, pianist will have to bring a keyboard _____

What is your music budget? _____

Who will be responsible for paying musicians? _____

(Note: There is no fee to use this referral service but clients are required to pay musicians a mutually agreed upon fee for their services. The fee must be paid at the end of the event. SLC can suggest a fair rate for all involved. These suggestions are based on guidelines set forth by the American Federation of Musicians, and take into account the professional level of SLC musicians.)

Additional Information:

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

Placing Your Request:

To submit this form, please save it and attach it in an email to: musiciansforhire@sarahlawrence.edu. The department will give confirmation of your request once it is received.

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