
International Domestic Placement Group

www.DomesticPlacementGroup.com

Engaging a Band, Orchestra, Cabaret Singer, Entertainer

Mr. Lee tells you that the latest wine shipment is for his daughter's 21st birthday party. Your response should be 'sir, have you scheduled the entertainment?'

Music

If your employer wants you to arrange music for an upcoming event, schedule time to see a few bands play and/ or buy and listen to their CD's. Or, use a 'spotlight' magazine to find the names & numbers of a particular 'star's' agent - or call the record label.

The Booking

Arrange 'star' two years in advance - if possible.

Inquire of the band's availability and fee for entire entourage - do not barter or question reason for fee.

Ask - 'Will Harry Conick Jr. be in attendance?' You could inadvertently book HIS band, but HE may not be available.

Have a contract drawn up - be very specific.

Harry & his Manager will travel first class.

Band & Roadies will travel either coach or club/ business class. If the 'star' has a private jet, we pay those costs too.

Include accommodations and transportation for all. The 'star' may be invited as a guest at the main house - all others stay at a hotel.

DO NOT pay for spa services, mini bar, room service, phone/ Internet calls. Check itemized hotel bills prior to paying - just to be sure.

Arrival time - must be IN TOWN the day (24 hours) prior to event.

Provide a private tent, portable toilets, and staff (who are familiar to the area) to look after them.

No vehicles permitted to drive across the lawn.

No food/ beverages (except water & tea) on stage. (A glass of beer & food between sets is fine.)

Meals and snacks provided the day of the event by caterer (not 10 different take-out orders!)

Cancellation clause - have one included.

A Cabaret Artist - we pay first class air/ limo/ hotel.

Scheduling

If the birthday is in the middle of the week, move the party date, preferably, to the weekend prior to the date, if not - move to the following weekend.

Details

Book portable toilets - check w/ toilet company for suggested max capacity - triple quantity suggested (we don't want guests waiting in line if possible).

Party tents - 1 for band, 1 for rain to hold all guests, one for catering, additional if needed.

Electric Company - notify them of event details, may require a generator.

Police - regarding possible parking and noise issues.

Insurance - against the weather, the date, the band, the 'star' and your property (if additional is needed).

Book a 'reserve band' or a D.J. to play between sets.

Caterer - at minimum for 'star', roadies, staff.

Additional staff.

The Event - 7pm on Saturday.

The entertainment arrives in town on Friday (late afternoon to mid evening is fine).

Set up in the morning, rehearsal in the early afternoon, relax, dinner finished by 6pm.

Reserve band musicians replace individual band members one at a time during a song - this keeps people dancing and gives the band a rest.

Sunday morning:

- the band breaks down their equipment.

- we meet to thank them and 'settle-up' with the final payment, at the house - or possibly the hotel.

- staff crew cleans the grounds.