

# ***Entertainment***

## ***Questions to include in your interviewing process:***

- ◆ How many years of experience do you have performing?
- ◆ Can we call or see your references?
- ◆ What person or group will be at my event? Who will be in charge?
- ◆ Is there a backup person in case of an illness or accident?
- ◆ Can we see you at a performance? If not, do you have a video?
- ◆ Have you ever performed at my chosen event location?
- ◆ How do you select the appropriate music?
- ◆ Can we select some of the music? See your song list?
- ◆ Can you play special requests? Play my CD's/tapes on your system?
- ◆ Do you provide your own audio-visual equipment? Carry backup equipment?
- ◆ What are your electrical requirements?
- ◆ Do you need a dance floor? A stage?
- ◆ What do you and your performers wear? Tuxedos?
- ◆ Can you act as MC?
- ◆ What is your performing style (i.e. conservative, wild)?
- ◆ What does your fee include?
- ◆ Is there a setup fee? When do you setup?
- ◆ Is there a travel fee? How much?
- ◆ Is overtime available? Extra charge?
- ◆ Do you require breaks? How many? Is music played during breaks?
- ◆ Do we provide you with food and beverage?

## ***Your contract should include the following as well as other details that arise from the interviewing questions above:***

- ◆ Date, time and location of the event?
- ◆ Entertainer's rules and regulations set by the facility.
- ◆ Setup and tear down times?
- ◆ Event timeline?
- ◆ Cancellation fees/policy/refunds?
- ◆ Number of breaks?

## ***It is your responsibility to advise the performers:***

- ◆ Parking location? For unloading and loading?
- ◆ Where to setup equipment?
- ◆ Where they can store equipment?
- ◆ Where their dressing or break room is located?