

WSMTA Working Agreement between Chapter and Visiting Artist

HOW TO USE THIS FORM:

1. The Chapter Representative completes Section 1 and saves the document and emails it to the Visiting Artist.
2. The Visiting Artist completes the questions in Section 2, saves the document, and emails it to the Chapter Representative.
3. Both the Chapter Representative and the Visiting Artist are asked to carefully review Section 3.

This document serves as an informal contract between the below-mentioned Chapter and the Visiting Artist.

SECTION 1: INFORMATION THAT THE CHAPTER PROVIDES

CHAPTER NAME:

Visiting Artist NAME:

School year:

Dates of Music Artistry Program:

Chapter Representative name:

Date:

Email address and phone number:

SECTION 2: INFORMATION AND PREFERENCES PROVIDED BY THE VISITING ARTIST

Start time preference:

End time preference:

(It is our responsibility to schedule you as close to an eight-hour workday as possible, but start and end times are somewhat flexible). You can indicate a preference, which we will try to honor within the scheduling limitations of the venues we use.

Please list your snack preferences (if any):

Dietary restrictions:

Break needs:

Lunch break: one hour / one and a half hours / alone / accompanied by teacher (*delete what does not apply and provide any further specifications*)

Set up preference: sit behind students at a desk / sit where you can see their hands / adjustable bench if possible / high stick up / lighting / type of seating for you (*delete what does not apply and provide any further specifications*)

Let us know if you prefer not to have a key or responsibility for opening or closing the venue:

Let us know if you would like someone to guide you to the venue for your first day:

Time notification preference: Clock at desk / clock at piano / teachers calling time / other (*delete what does not apply and provide any further specifications*)

Visiting Artist:

Date:

Email address:

Phone:

SECTION 3: EXPECTATIONS OF BOTH PARTIES

The Chapter Representative will contact the Visiting Artist six months, three months, and one month before the MAP event to confirm that they are aware of the dates that have been set up, that transportation and lodging has been worked out, and to notify the Visiting Artist well in advance if scheduling needs have changed because of any unexpected drop in enrollment in MAP registrations in the chapter. The Chapter Representative will assemble a list of hotels and motels near the venue if a hotel has been requested.

The Chapter Representative will be sending the chapter honors recital policy. The Visiting Artist will ask for clarification if there any questions. The chapter requests that if the Visiting Artist discovers a pressing work conflict, a developing health concern, or a family crisis looming, that they notify the Chapter Representative as early as possible, so that the Chapter Representative can find a

substitute within a reasonable time frame.