

Guest Musician and Speaker Agreement

Designing an Invitation Agreement Between Guest Musicians, Guest Speakers and Unity/New Thought Centers and Churches

By Reverend Leddy Hammock and Sue Riley

Every visiting artist or speaker wants to do a good job, have a positive impact, and be invited to return. To avoid any confusion about expectations and to assure that everyone is uplifted by the visiting artist/speaker it is wise to clarify the agreement ahead of time.

A signed twelve-point agreement could confirm the planned performance/presentation date(s).

1. Agreement to advertise in advance in preparation for event. Most artists and speakers will create a flyer for you. Post to social media, ask them to advertise to their mailing list, send it out in your church enews, hang the flyer in your church, and share with other New Thought Churches.
2. Agreement to give enthusiastic and accurate introduction at event. (Ask the artist/speaker for the bio they would like used. Get this in advance so that you can use it to build excitement about their presentation/concert).
3. Agreement as to required technical support (PowerPoint, microphones, etc.) (A keyboard player will need a microphone on a boom stand, a guitarist might need a DI box as well as a microphone on a boom stand. Ask them about their tech needs in advance of the event so there are no surprises).
4. Agreement as to sound-check and set-up date and time.
5. Agreement as to music selections for Sunday service(s), and placement in order of service.
6. Agreement as to honorarium for providing music in services. (The minimum: \$100-\$150 for special music; \$200 each if they are a duo)
7. Guest speaker's honorarium for sermons in song that take the place of the lesson (\$150-\$200 for one service; \$300-\$350 for two services); additional \$50 per service if guest musician provides regular service music as well.
8. Agreement as to how and when honorarium and percentages (below) are to be given (same day, within one week, check, payable to ..., etc.)
9. Agreement as to price/love offering guidelines for workshops/concerts.

10. Agreement as to distribution of income from events. (Recommendation for workshops or concerts: 60% to artist, 40% to church; 80% to artist, and 20% to church if support staff are volunteers and minimum technical support is required.) Most artists and many speakers are not sponsored by any church. Be as generous as possible.
11. Agreement that all income from artist's products goes to artist; a tithe from the artist (10% of total product sales) to hosting church would be welcome. Set up a product table for them in a spot where most congregants pass by.
12. Agreement as to accommodations for artist (one or two nights in private room with a door at home of congregant). Ask if they need a ride to the airport.

Over and above these guidelines:

1. bottled water for the performance or service
2. Many artists don't eat before a performance. So, offering lunch or dinner, or even snacks of fruit, salads and cheese would be a welcome blessing.

By providing clarity about expectations you will ensure that the visiting artist or speaker feels welcomed by you and your community and that your community is blessed by their presence.

This agreement is to be signed (and dated) by a representative of the host church and the guest musician(s) or speakers with copies for both two months before the date of the planned presentation(s).