



PERFORMANCE REQUEST SERVICE EXPECTATIONS

The Victoria Conservatory of Music provides a matching service between people wanting to hire musicians for events and our students and faculty. We are not a booking or employment agency. We do this as a 'Conservatory Advantage' for our students and a benefit to the community. We expect hosts hiring musicians to follow all relevant contracting and employment legislation and best practices.

In addition we offer the following clarity about our expectations:

Expectations of Performers:

1. Communicate promptly with VCM and requesters to arrange all details of the performance.
2. Arrive when and where requested sufficiently early to set-up and be ready to perform at the desired time.
3. Dress appropriately in performance clothes suited to the event.
4. Be prepared with adequate food and drink before and during the event unless informed in advance that food/drink is included.
5. At all times you are representing the Victoria Conservatory of Music: remember that you are working as a professional and behave accordingly.
6. Plan mutually agreeable repertoire in advance and stick to that plan unless requested to do otherwise by the host.
7. Come prepared: bring music, music stand if needed, clothes pins for wind if outdoors, spare strings, extra clothing if outdoors, water bottle, etc.
8. If a minor – NO DRINKING OR ILLEGAL SUBSTANCES – even if offered by the host.
9. Credit the VCM in any verbal remarks/introductions.
10. Take a VCM sign to the event and display it if possible.
11. Provide the VCM coordinator with a verbal or email report after the gig. How did it go? How much were you paid? Things that went well, problems, recommendations, etc.

Expectations of Requesters (hosts):

1. Supply all your contact details and event info as per the VCM Performance Request Form.
2. When a piano is supplied, assure that it is in good maintenance and tuning.
3. Provide a safe and secure environment for the performer. If the event is outdoors, both performer and instruments must be protected from the weather.
4. Clearly communicate in advance your expectations of the performer and what the pay and/or other benefits will be (in writing by email whenever possible).
5. Help student performers plan transportation, parking, and any other logistical details to make the event smooth.
6. Pay the performers on the day of the performance.
7. Pay a minimum of \$60 per student per hour unless a volunteer performance is agreed to in advance.
8. If the performer is a minor and the venue is private, make guest space available for a chaperone.
9. Do not offer alcohol or illegal substances to minors.
10. Acknowledge VCM in announcements, programs and/or signage during the event.
11. Provide the VCM coordinator with an email report on how the performance went.

Questions? Concerns? Please contact [Rosabel Choi](#), Assistant Program Director, 250.386.5311