



PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION
GUEST CONDUCTOR AGREEMENT

Fest/Festival Name: Fest/Festival Date(s):

Host Name(s): School (Event Location):

Host Email: School Phone #: ()

Host Preferred Phone #: () Phone # Type: Cell Home Work

In compliance with prior arrangements, (guest conductor name), agrees to fulfill duties related to the preparation of participants as an educational experience which is musically enriching, agrees to adhere to host's rehearsal schedule, agrees to conduct concerts scheduled by the host, agrees to broadcasts, telecasts and nonprofit recordings to be made at the discretion of host, agrees to refrain from summer school activity/tour promotion and/or college recruitment during rehearsal time, and grants host permission to use his/her name in advertising the concerts, and thereby agrees to furnish photograph/vita. Guest conductor agrees to the use of PMEA Evaluation Procedure (provided by the fest/festival host).

Guest conductor agrees to conduct him/herself in a professional manner at all times, and to refrain from crude language and inappropriate behavior. Failure to adhere to these guidelines may result in immediate removal from the event, financial penalty including the withholding of the agreed upon honorarium and no reimbursement of travel expenses, and exclusion from consideration for future PMEA events.

Rehearsal begins (date/time) and extends to (date/time) in accordance with a rehearsal schedule furnished by the host. In case of inclement weather, the festival may be rescheduled for the following date(s):

The following concert(s) is/are scheduled: (date/time); (date/time)

Selection of Music. Host checks one procedure below which will apply to this festival.

- (a) Conductor agrees to use pre-selected music literature (list attached)
(b) Conductor agrees to use pre-selected music literature (list attached) and will choose (number) additional selections to complete the program
(c) Conductor will collaborate with host and/or coordinator in selecting the entire program (U.S. Copyright Law is strictly enforced)

Conductor's Honorarium in the amount of \$ is payable before departure.

Expense Reimbursement: Travel & Meals

Travel: Plane, economy class ticket no less than one month out; Airport/hotel shuttle (no taxi reimbursement exceeding shuttle rate); Host will meet plane: Yes No; Car @ current IRS rate

Meals: Breakfast \$7 maximum. Other meals are furnished by the school, if not, PMEA per diem allowance is \$30

*PMEA does not reimburse personal phone calls, hotel incidentals, alcoholic beverages, luxury car rental, or unrelated charges not agreed to in advance of signing contract.

Provision for Liquidated Damages in the Event the Conductor Fails to Appear

Inasmuch as the breach of this Agreement by the conductor will cause serious substantial injury to the festival host/coordinator, and because it will be difficult if not impossible to prove the amount of such damage, the conductor hereby agrees that in the event of a breach of this agreement on his/her part, he/she will pay to festival host the sum of \$ (proposed honorarium plus \$250.00) within ten days after such breach, as liquidated damages, such sum being agreed by the parties hereto as the amount which the festival host will be damaged by the breach of the Agreement on the part of the conductor.

Provision for Cancellation

CONDUCTOR MAY CANCEL THIS AGREEMENT under circumstances which are beyond his/her control such as hospitalization/physical disability, serious illness or death in the immediate family, train or plane cancellation/accident. Documented proof is required.

HOST MAY CANCEL THIS AGREEMENT under circumstances which are beyond his/her control, such as fire, flood, war, riot, labor dispute or epidemic at location of festival. Documentation is required.

IN THE EVENT OF CANCELLATION OF THIS AGREEMENT, the party so cancelling shall notify the other party at the earliest possible date prior to the festival. Proper cancellation by mutual agreement relieves the other party of all obligations. *In the event that inclement weather causes the festival to be canceled, the Guest Conductor will be reimbursed for travel, lodging and meal expenses that were incurred prior to the cancellation. He/she will also be paid a portion of the agreed upon honorarium determined fair by the Guest Conductor, Host Director, and the District President or Region Chair. Every attempt to notify the Guest Conductor of a possible cancellation will be made in advance. Guest conductor will also be notified if a make-up date is scheduled for the festival.

Signature (Conductor) Date

() Conductor's cell phone #

Guest Conductor Address

Conductor's Email Address

Signature (Host) Date