

## Virginia Music Educators Association, Inc. Guest Conductor Agreement

District – Region – State	Band – Chorus – Orchestra	Dates
Name of Host	School (Festival Location)	
Home Phone	School Phone	School Address
	City	Zip

**IN COMPLIANCE WITH PRIOR ARRANGEMENTS,** \_\_\_\_\_  
Guest Conductor's Signature

Agrees to fulfill duties related to the preparation of participants in 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 non-profit recordings to be made at the discretion of the host, grants host permission to use his/her name in advertising the event, agrees to furnish photograph/vita, and agrees to refrain from summer school activity/tour promotion and/or college recruitment during rehearsal time.

Event begins \_\_\_\_\_ and extends to \_\_\_\_\_  
Time/Date Time/Date

In accordance with a schedule furnished by host.

The following concerts are scheduled: \_\_\_\_\_  
Time and Dates

**SELECTION OF MUSIC** Host checks one procedure which will apply to this festival. (U.S. Copyright Law will be strictly enforced.)

- \_\_\_\_\_ A. The conductor will collaborate with host and/or a coordinator in selecting the entire program. Music will be furnished by the guest conductor.
- \_\_\_\_\_ B. The conductor will collaborate with host and /or a coordinator in selecting the entire program. Music will be furnished by the host.
- \_\_\_\_\_ C. The conductor agrees to use pre-selected music literature (list attached).
- \_\_\_\_\_ D. The conductor agrees to use pre-selected music literature (list attached) and will choose \_\_\_\_\_ additional selections to complete the program. (Number)

**CONDUCTOR'S HONORARIUM** in the amount of \_\_\_\_\_ is payable as soon after departure as permitted by the host school division. Payment may be expected within \_\_\_\_\_ business days.

**EXPENSE REIMBURSEMENT: TRAVEL AND MEALS**

Travel – VBODA / VCDA shall make arrangements for travel for the conductor and will supply the appropriate tickets for said transportation. In the event that the conductor is authorized to obtain his/her own travel, he/she will be reimbursed for his/her air fare, with proper receipt, which shall be economy class coach at the best rate available. Airport, bus/limo (no taxi reimbursement exceeding bus/limo rate).

Check here – Host will meet plane  Yes  No

Car - @ \$ \_\_\_\_\_ per mile

Meals - The VBODA / VCDA per diem allowance is \$ \_\_\_\_\_. Lunch is furnished by the host school daily.

