

Hiring the Ceremony & Cocktail Hour Musicians Checklist

- Book your favorite musicians by phone. Fax to confirm; include your wedding date.
- Finalize decisions as to:
 - Instrument(s) to be played _____
 - Music to be sung or played:
 - Prelude _____
 - _____
 - _____
 - Processional _____
 - During ceremony _____
 - Recessional _____
 - Postlude _____
 - During cocktail hour _____
 - _____
- Request a contract or letter of agreement and review for the following critical points:
 - Name and contact information for you and the vendor
 - Your wedding date, address of location, and exact arrival time
 - The name(s) of, and the instrument(s) played by, the musician(s)
 - Any equipment you or the site will supply
 - The names of the selections to be played
 - Any agreements for you to supply sheet music
 - What the musician(s) will wear
 - The number of hours the musician(s) will play
 - Total price
 - Deposit amount due
 - Balance and date due
 - Cancellation and refund policy
 - Musician's signature
- Sign final contract.