



Lancaster Lebanon Music Educators Association

GUEST CONDUCTOR AGREEMENT
(Created 2002; Revised 2008)

Form fields for Festival (Band, Orchestra, Chorus), Festival Date(s), Bad Weather Date(s), Host School, School Phone #, School Fax #, Host Director, Host Director's E-mail Address, School Address, Host Director's Home Phone #, City/State, Zip

In compliance with prior arrangements, (Guest Conductor) agrees to fulfill duties related to the preparation of participants in an educational experience that is musically enriching; agrees to adhere to the host's rehearsal schedule; agrees to conduct concerts scheduled by the host director; agrees to broadcasts, telecasts, and non-profit recordings to be made at the discretion of the host; agrees to refrain from summer school promotion, tour/travel promotion, and/or college recruitment during rehearsal time; agrees to furnish host with photograph/vita as requested; and grants host director permission to use name to advertise for concert.

Rehearsal will commence: (Time/Date) and will extend to: (Time/Date)

according to schedule furnished by host director.

Festival Concert is scheduled: (Time/Date)

MUSIC SELECTION. (Host checks one procedure that applies to this festival)

- (a) The Guest Conductor agrees to use pre-selected repertoire (attached).
(b) The Guest Conductor agrees to use pre-selected repertoire (attached); and may choose additional selections to complete program.
(c) The Guest Conductor will collaborate with the Host Director to select entire program. (U. S. Copyrights enforced)

CONDUCTOR’S HONORARIUM

The amount of \$ _____ is accepted, and will be payable immediately following the festival concert.

EXPENSE REIMBURSEMENT

TRAVEL: Airplane, Economy Class, ticketed no fewer than 14 days prior to departure.
Airport bus or limousine (no taxi reimbursement exceeding bus/limousine rate).
Personal Automobile Reimbursement at current federal rate of _____ per mile.
Host Directors: Please check www.gsa.gov/pov for current federal rate.

Check here if host will meet conductor at airport: ____ Yes ____ No

MEALS: Breakfast - \$7.00 maximum. Other meals furnished by Host School; if not provided, LLMEA per diem allowance is \$30.00

PROVISION FOR LIQUIDATED DAMAGES IF GUEST CONDUCTOR FAILS TO APPEAR:

Inasmuch as the breach of this Agreement by the Guest Conductor will cause serious, substantial injury to the festival host and to LLMEA; and because it will be difficult, if not impossible, to prove the amount of such damage, the Guest Conductor hereby agrees that, in the event of the Guest Conductor’s breach of this Agreement, the Guest Conductor will pay LLMEA the amount of the proposed honorarium: \$ _____ plus \$250.00 or the sum of \$ _____ within ten days after such breach, as liquidated damages, such sum being agreed by the parties hereto as the amount that the festival host and LLMEA will be damaged by the breach of this Agreement by the Guest Conductor.

PROVISION FOR CANCELLATION

THE GUEST CONDUCTOR MAY CANCEL THIS AGREEMENT under circumstances that are beyond the conductor’s control, and that are legitimately documented, such as hospitalization, physical disability, serious illness or death in the conductor’s immediate family, and cancellation or accident in transportation arrangements.

THE HOST MAY CANCEL THIS AGREEMENT under circumstances that are beyond the host’s control, and that are legitimately documented, such as fire, flood, war, riot, labor dispute, or epidemic at festival location.

IN THE EVENT OF CANCELLATION OF THIS AGREEMENT the party so canceling will notify the other party at the earliest possible date prior to the festival. Proper cancellation by mutual agreement relieves the other party of any and all obligations.

Signature of Guest Conductor

Signature of Host Director

Guest Conductor Address

Guest Conductor E-mail Address

City/State

Zip

Guest Conductor Phone #

[Both Guest Conductor and Host Director will sign this form. The Host Director retains one copy, and signed copies will be mailed immediately upon receipt to the Guest Conductor and to the LLMEA President.]