**ENSEMBLE REQUEST**

Please complete the details of this agreement and return to:

Stax Music Academy

Attn: Leslie Jones, Production Manager

smaperformances@staxmusicacademy.org

Telephone: 901-946-2535 ext 356

FAX: 901-507-1460

*\*****NOTE****: A minimum of one month’s advance notice is required. You will receive a response within seven business days of submission. Events are considered for Mon-Sat performances only.*

Event Date:       Event Name:       Event Description:

Select the ensemble requested for the event:

Vocal Only Jazz

[ ]  Street Corner Harmonies (a capella) [ ]  Quintet

 [ ]  Combo with Vocals

Drumline [ ]  Big Band

[ ]  Premier Percussions

 Soul/R&B

Production [ ]  Rhythm Section

[ ]  Sound Engineering/Production Support [ ]  Jr. Academy Rhythm Section

 [ ]  Alumni Band

Event Location:       Event Host/Sponsor:

Billing Address:

Event Hours:       Performance Start Time / End Time:       /

Sound Check Time:

Event Contact Person:

Name:       Phone #:       Email Address:

Sound Technician:

Name:       Phone #:       Email Address:

Will the event host/sponsor provide the following:

Stage:  If yes, stage dimensions:       (ex. 20 x 20)

Backline (amps, speakers, etc.)?  Public Address (PA):

*(NOTE: there is an additional fee for SMA to provide backline and/or PA equipment.)*

Is there a headliner?  If yes, headliner’s name:

Projected size of audience:       Will a holding space be provided?

Will drinks/food be provided to the performers and chaperones?

Because Stax Music Academy students are under the age of 18, you must inform us if you plan to serve or sell alcoholic beverages in your performance area.

Do you have a budget for an honorarium?

Do you have any special requests?  If yes,:

**PERFORMANCE REQUIREMENTS:**

**PERFORMANCE DATES:** A minimum of one month’s advance notice is required. You will receive a response within seven days of submission. Events are considered for Mon-Sat performances only.

**PERFORMANCE FEES:** Performance fees are determined on a case-by-case basis. All fees support Stax Music Academy programming which includes serious and challenging music classes, unique performance opportunities, as well as mentoring, tutoring, and leadership development.

**SECURITY:** Stax Music Academy expects adequate security will be provided. Any behavior not appropriate for children and teenagers will result in an immediate termination of the performance without a refund of the deposit or performance fees.

**EQUIPMENT:** Stax Music Academy requires that the host/sponsor provide backline as well as a PA system. If this equipment is not provided, the host will be charged an additional fee.

**PAYMENTS:** Due no later than one week prior to performance date. Make check/money order payable to: Stax Music Academy. Mail to: Stax Music Academy, Attn: Ross Hurst, 926 E. McLemore Ave., Memphis, TN 38106.

*By “signing” with your initials and including your full name and date, you agree to the above conditions.*

Initials (constitutes signature):       Printed Name:       Date: