

GigLine Policy Agreement

The following Policy Agreement is a guideline for use by you, the performing artist. To activate your registration with the GigLine, you and your studio professor (or department chair) are required to sign this agreement. This is required of all undergraduate, graduate and doctoral students.

Requirements for Participation in GigLine Engagements

1. Artists must be in good academic standing as a Hartt student.
2. A Policy Agreement must be signed by you and your studio teacher (or department chair) and must be on file with GigLine.
3. GigLine participants must exemplify the highest levels of professionalism in all areas surrounding each event, including organizational and inter-personal skills and a mastery of your instrument(s).

Expectations

Remember, you are representing The Hartt School as well as yourself. You must:

1. Arrive to your gigs with ample time (preferably ½ hour prior to play time) and be ready to play at your contracted start time.
2. Breaks should be no longer than the amount of time stated in the agreement, generally 10 minutes.
3. Keep your appearance neat, clean and professional and honor any specific requests by the client (i.e. tuxedo, black clothing, etc).
4. Courteous, professional behavior is expected at all times.
5. No smoking during the scheduled events.
6. Drug or alcohol use prior to or during events will not be tolerated.
7. Prospective purchasers may request a meeting with you/your group prior to the contracted service. GigLine recommends a short 15-20 minute appointment be scheduled here at The Hartt School. Audio samples in the form of electronic files are encouraged. It is acceptable to play music by telephone or email communication.

GigLine Postings

1. Gig “tags” will be posted on the GigLine blackboard page.
2. You/your group are limited to claiming no more than two GigLine engagements within a 48 hour period.

Failure to Perform

It is acceptable for any artist to refuse any gig for any reason **before a firm agreement**, written or oral, **is enacted**. It is **NOT ACCEPTABLE TO AGREE TO A GIG AND NOT FULFILL THE SERVICE FOR ANY REASON**. If the artist accepts a gig and encounters a problem due to a scheduling conflict, illness or emergency, **YOU ARE RESPONSIBLE FOR REPLACING YOURSELF/GROUP**. If you fail to show/perform at your contracted service without prior notification to the GigLine, GigLine management and Hartt administration reserve the right to drop you completely from the roster for no less than one school year. **If you do not uphold these expectations, GigLine has the right to remove you from the active artist roster.**

Independent Contractor Status

In fulfilling the terms and conditions of the Performance Agreement, the Artist/Group is acting and providing the work as an Independent Contractor, not as an employee of the University of Hartford, The Hartt School or GigLine. As an independent contractor, you are therefore responsible to report your own earnings and to pay your own employment taxes and any other taxes imposed by federal or state law. The GigLine encourages you to contact a Certified Public Accountant or other tax advisor if you have concerns or questions about correct tax calculations.

Indemnity

Performs(s)/Artist(s)/Group(s) agree to play and to travel at their own risk and maintain their own insurance.

My signature below confirms that I have read, approve, accept and agree to abide by each and all the terms and conditions set forth in this GigLine Policy Agreement.

Signature of Artist

Printed Name

UHA Email

Date

Faculty Referral

By signing below, I understand that my student will be representing the school through the GigLine. It is my judgment that the above named student has the expertise and maturity to represent the school in a positive and professional manner.

Faculty Signature

Printed Name

Date

Faculty suggestions/comments appreciated (below)