



VMA LIVE PERFORMANCE CONTRACT FILING CHECKLIST

BUDGET SHEET:

1. Rates: Correct Tariff Class(es) for this engagement is identified.
2. List of all musicians
 - a. Instrument(s) each musician will be playing
 - b. Indicate if any musician will be doubling
 - c. Indicate if there are any step-ups (i.e. concertmaster, principals, etc.)
 - d. Indicate who collects GST
 - e. Indicate who is NOT a union member in good standing. For those from another local, please note their local number and AFM ID
3. Date and start/end times of all services
4. Identified number of services/calls, and the appropriate amount of pro rata units (if applicable)
5. Any other stipulations that would affect the fees (i.e. a musician has arranged to be paid above-scale, cartage, travel)
6. Are work dues/pension percentages, correct?

PAPERWORK:

1. Fully filled and executed contract signed and initialed by both the leader and engager

OPTIONAL: If there are any special conditions, be sure to note them.

2. Signed permit forms (if applicable)

PAYMENT:

1. Cheque issued to “Vancouver Musicians’ Association” **or** eTransfer to contracts@vma145.ca (preferred method). We can also provide banking details if the engager would prefer to send a direct deposit.