



# Missouri Music Educators Association

*A Federated State Association of the National Association for Music Education*

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## **INDEPENDENT CONTRACTOR AGREEMENT PERFORMER/GUEST ARTIST**

*All information to be completed by a MMEA Officer / Board Member*

### **ARTIST INFORMATION**

This is an agreement entered into between the MMEA and:

NAME: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Tax ID # / Social Security Number: \_\_\_\_\_ (Only if appearance fee exceeds \$600)

Artist is registered as a 501c3, Non-Profit Organization.

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### **SESSION INFORMATION**

The clinician named above agrees to render services at the assignment described below:

#### **SESSION 1**

DATE OF APPEARANCE:

TIME OF SESSION:

LENGTH OF SESSION:

#### **SESSION 2**

DATE OF APPEARANCE:

TIME OF SESSION:

LENGTH OF SESSION:

#### **SESSION 3**

DATE OF APPEARANCE:

TIME OF SESSION:

LENGTH OF SESSION:



# Missouri Music Educators Association

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## INDEPENDENT CONTRACTOR AGREEMENT PERFORMER/GUEST ARTIST

MMEA Exec

**Name of Artist:**

### TERMS OF AGREEMENT

#### Sponsorship

\*The sponsor listed below has agreed to provide financial support for the following expenses:

- All Expenses
- Appearance Fee
- Transportation Expenses
- Lodging
- Meals
- No Sponsorship

Sponsor Name:

Sponsor Email:

Other Information:

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#### MMEA REIMBURSED EXPENSES

MMEA agrees to pay the following expenses (pre-negotiated) in accordance with MMEA Conference Reimbursement Policy:

- Appearance Fee \$
- Transportation Expenses  Airfare  Ground Transportation
- Lodging
- Meals

Additional Information: *See Addendum*

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INDEPENDENT CONTRACTOR AGREEMENT between the Missouri Music Educators Association (Hiring Party)  
and \_\_\_\_\_(Independent Contractor).

The parties hereby agree as follows:

1. I have read, and I agree to the terms and conditions stated the MMEA Conference Clinician/Presenter Policies.
2. I agree to the Terms of Agreement as stated in this agreement and as outlined in the Addendum and/or Artist Rider.
3. All receipts for reimbursement must be submitted by the clinician/presenter/artist, to the appropriate MMEA Board member by **FEBRUARY 15, 2025**. *Note: Expenses/receipts submitted after the deadline will not be reimbursed.*
4. All financial and/or reimbursement transactions must be submitted through the MMEA website by **MARCH 1, 2025** to receive reimbursement for fees and/or expenses. *NOTE: The MMEA Board Member contracting the service will complete the online submission.*
5. All checks must be cashed within **60 Days** of issue.

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Performer/Guest Artist

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
MMEA Board Member (If Applicable)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
President, MMEA

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Executive Director, MMEA

### **SESSION PROMOTION**

MMEA requests that each clinician/presenter record and submit a 15-30 second video promotion for their presentation/s by **December 15, 2024**.

### **SESSION HANDOUTS**

MMEA requires that a PDF of all handouts to be presented in clinic sessions be submitted by **January 5, 2025**.



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### **ARTIST AGREEMENT ADDENDUM**

#### **Appearance Agreement**

Date of Performance:

Location of Appearance: **Tan-Tar-A Conference Center  
Osage Beach, Missouri**

Time of Performance:

Length of Performance:

Compensation:

Appearance Fee:

Transportation:

Meals: Lodging:

Sponsorship:

#### **Performance Details**

Venue Location:

Load In Schedule:

Sound Check Schedule:

Load Out Schedule:

Equipment Requirements:

Sound/AV Requirements:

Room/Stage Requirements:

Additional Details