

WORKING MUSICIANS ALLIANCE: Guest Appearance Agreement Template

SECTION 1 – EVENT INFORMATION

Event Name:

Event Date:

Venue / Location:

Event Organizer / Primary Artist:

Representative Name:

Representative Phone / Email:

SECTION 2 – GUEST PERFORMER INFORMATION

Guest Performer Name:

Performance Role:

Instrument / Vocal / Appearance Description:

Guest Performer Phone / Email:

Management / Representation (if applicable):

SECTION 3 – APPEARANCE DETAILS

Agreed Performance Segment(s):

Number Of Songs / Duration:

Scheduled Appearance Time:

Rehearsal Requirements:

Soundcheck Requirements:

Additional Performance Notes:

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 4 – COMPENSATION & EXPENSES

Compensation Structure:

- Flat Fee
- Percentage
- Guest Appearance Only (No Compensation)
- Travel Reimbursement
- Hospitality Only
- Other:

Compensation Amount:

Payment Timing:

Payment Method:

Travel / Hotel / Parking Arrangements:

Additional Compensation Notes:

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 5 – BACKSTAGE & EVENT ACCESS

Number Of Guest List Spots:

Backstage Access Granted?

- Yes
- No

VIP / Hospitality Access:

Parking Arrangements:

Credential / Pass Requirements:

Additional Access Notes:

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 6 – RECORDING, STREAMING & CONTENT USAGE

Audio Recording Permitted?

- Yes
- No

Video Recording Permitted?

- Yes
- No

Livestream Participation Permitted?

- Yes
- No

Social Media / Promotional Usage Permissions:

Credit / Tagging Expectations:

Future Usage Restrictions (if applicable):

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 7 – MERCHANDISE & PROMOTIONAL RESPONSIBILITIES

Merchandise Participation:

Promotional Responsibilities:

Social Media Participation Expectations:

Media / Interview Participation:

Additional Promotional Notes:

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 8 – CANCELLATION TERMS

Cancellation Procedures:

Compensation In Event Of Cancellation:

Emergency / Illness Procedures:

Replacement Performer Procedures:

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 9 – ADDITIONAL TERMS

Written here:

Primary Artist / Organizer Initials: _____

Guest Performer Initials: _____

SECTION 10 – SIGNATURES

By signing below, both parties acknowledge that they have reviewed and agreed to the terms outlined within this agreement.

PRIMARY ARTIST / EVENT ORGANIZER / REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

GUEST PERFORMER

Printed Name:

Signature:

Date:

IMPORTANT NOTICE

This template is provided by Working Musicians Alliance as an educational and operational resource intended to encourage clearer communication and stronger professional standards throughout live entertainment environments.

Users are encouraged to review and adapt this agreement as necessary for their particular situation and to consult qualified legal counsel for advanced legal matters, recording rights disputes, commercial usage agreements, or large financial obligations.