

WORKING MUSICIANS ALLIANCE: Independent Contractor Agreement Template

SECTION 1 – PROJECT INFORMATION

Project / Event Name:

Project Start Date:

Project End Date:

Hiring Party / Company / Organization:

Hiring Representative Name:

Hiring Representative Phone / Email:

Project Location(s):

SECTION 2 – CONTRACTOR INFORMATION

Contractor Name:

Business Name (if applicable):

Contractor Role / Position:

Contractor Phone / Email:

Tax ID / Business Information (if applicable):

Emergency Contact:

Emergency Contact Phone:

SECTION 3 – SCOPE OF WORK

Agreed Services To Be Provided:

Deliverables / Responsibilities:

Work Schedule Expectations:

Deadline / Completion Expectations:

Additional Project Notes:

Hiring Party Initials: _____

Contractor Initials: _____

SECTION 4 – COMPENSATION TERMS

Compensation Structure:

- Flat Fee
- Hourly Rate
- Daily Rate
- Weekly Rate
- Per Event
- Per Deliverable
- Other:

Compensation Amount:

Deposit / Advance (if applicable):

Payment Schedule:

Payment Method:

Late Payment Terms:

Additional Compensation Notes:

Hiring Party Initials: _____

Contractor Initials: _____

SECTION 5 – TRAVEL, LODGING & REIMBURSEMENTS

Transportation Responsibility:

Lodging Responsibility:

Per Diem / Meal Arrangements:

Fuel / Parking / Toll Reimbursement:

Approved Expense Procedures:

Reimbursement Timing:

Hiring Party Initials: _____

Contractor Initials: _____

SECTION 6 – EQUIPMENT & MATERIALS

Contractor Responsible For Providing:

Hiring Party Provides:

Equipment Usage Restrictions:

Equipment Damage Responsibility:

Return Procedures (if applicable):

Hiring Party Initials: _____

Contractor Initials: _____

SECTION 7 – OWNERSHIP & CONTENT USAGE

Ownership Of Created Materials:

Usage Permissions:

Credit / Attribution Expectations:

Portfolio / Social Media Usage:

Additional Ownership Notes:

Hiring Party Initials: _____

Contractor Initials: _____

SECTION 8 – CONFIDENTIALITY & PROFESSIONAL CONDUCT

Confidentiality Expectations:

Non-Disclosure Requirements:

Professional Conduct Expectations:

Public / Social Media Conduct Expectations:

Hiring Party Initials: _____

Contractor Initials: _____

SECTION 9 – CANCELLATION & TERMINATION TERMS

Cancellation Procedures:

Termination Procedures:

Compensation In Event Of Cancellation:

Emergency Procedures:

Additional Termination Notes:

Hiring Party Initials: _____
Contractor Initials: _____

SECTION 10 – INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT

Both parties acknowledge that the contractor identified within this agreement is operating as an independent contractor and is not considered an employee of the hiring party unless otherwise required by applicable law.

The contractor remains responsible for their own taxes, insurance, licenses, permits, and applicable business obligations unless otherwise specified within this agreement.

Hiring Party Initials: _____
Contractor Initials: _____

SECTION 11 – ADDITIONAL TERMS

Written here:

Hiring Party Initials: _____
Contractor Initials: _____

SECTION 12 – SIGNATURES

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

HIRING PARTY / COMPANY REPRESENTATIVE

Printed Name:

Title / Position:

Signature:

Date:

INDEPENDENT CONTRACTOR

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 entertainment and production 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, employment classification questions, ownership disputes, or large financial obligations.