

# WORKING MUSICIANS ALLIANCE

## Independent Contractor Payment Log

### PROJECT INFORMATION

**Artist / Band / Business Name:**

**Tour / Project / Production Name:**

**Primary Contact:**

**Phone / Email:**

**Tracking Period:**

### CONTRACTOR PAYMENT RECORDS

Contractor Name	Role / Service	Date(s) Worked	Project / Event	Agreed Compensation	Payment	Payment Method	Date Paid
_____	_____	_____	_____	\$ _____	<input type="checkbox"/> Paid <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	\$ _____	<input type="checkbox"/> Paid <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	\$ _____	<input type="checkbox"/> Paid <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	\$ _____	<input type="checkbox"/> Paid <input type="checkbox"/>	_____	_____
_____	_____	_____	_____	\$ _____	<input type="checkbox"/> Paid <input type="checkbox"/>	_____	_____

_____	_____	_____	_____	\$ _____	<input type="checkbox"/> Paid	_____	_____
_____	_____	_____	_____	_____	<input type="checkbox"/>	_____	_____

## CONTRACTOR CONTACT INFORMATION

Contractor Name	Phone Number	Email Address	Emergency Contact / Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## REIMBURSEMENT TRACKING

Contractor Name	Reimbursement Type	Amount	Paid?
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## COMMON CONTRACTOR ROLES

- Session Musician
- Touring Musician
- FOH Engineer
- Monitor Engineer

- Stage Technician
- Merchandise Seller
- Photographer
- Videographer
- Lighting Technician
- Driver
- Graphic Designer
- Playback Technician
- Drum Technician
- Guitar Technician
- Other:

## **PAYMENT & DOCUMENTATION REVIEW**

- Compensation amounts confirmed clearly
- Payment dates documented
- Payment methods recorded
- Outstanding balances tracked
- Reimbursements documented
- Project roles clarified
- Contractor contact information organized
- Payment confirmations saved
- Receipts / invoices archived

- Tax documentation organized if applicable

## **ADDITIONAL NOTES**

## **FINAL REVIEW**

Independent music projects often involve temporary personnel, touring support, creative collaborators, and contracted services that may become difficult to track over time without organization.

The purpose of this payment log is to help artists, bands, managers, and production personnel maintain clearer contractor records, improve payment tracking, reduce preventable confusion, and support more professional operational practices throughout live entertainment and creative production environments.