

What to do when you get a Referral from NewYorkMusicians.com

When you receive an inquiry from the NewYorkMusicians.com website through your profile page or a call from a client who received your name from a list from the Local 802 referral office, here are some helpful hints to assist you with your potential client.

Get all the details:

- Name of the client
- Contact information of client; address, phone number, email, etc.
- Date of the engagement.
- Time of the engagement
- Location of the engagement (including address)
- What is the budget?
- Any special needs required of the client
- What will you be required to bring: portable piano, sound system, mics, etc.
- Anything else that will be pertinent to establish the proper wage scale for the client

Once you get all the details, please contact the Referral Service office to work with the Referral Service Representative towards the following:

- Establish wage scale for the engagement
- Prepare a bid for the client.

Once the client accepts the bid and is ready to hire you, speak to the Referral Service Representative about the following:

- Which AFM Local 802 Contract will work best for this engagement
- What paperwork is required based on the Contract that you choose
- Review how to fill out the paperwork

After the paperwork is executed, you are now ready to present the documents to the client for signature. Once the client signs all documents, please send paperwork to the Referral Service Representative.

At the completion of the gig, please collect checks (wage checks and benefit checks) from client and send to appropriate offices (Pension Fund, Health Fund), unless the employer sends the benefit checks.

Another option is to utilize Local 802's Paymaster Plan, Legit 802 Inc. Clients pay in one easy check, with a 21% fee for taxes and processing added on top of the regular wages. This covers the 16% payroll taxes, and includes a 5% processing fee.

For more information visit:

<http://www.local802afm.org/about/benefits-services/payroll-service/>