

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 on a list from the Local 802 referral office, here are some helpful hints to assist you with your potential client.

Get all the details:

- 1) Name of the client
- 2) Contact information of client; address, phone number, email, etc.
- 3) Date of the engagement.
- 4) Time of the engagement
- 5) Location of the engagement (including address)
- 6) What is the budget?
- 7) Any special needs required of the client: instrumentation, song requests, wardrobe, etc
- 8) What will you be required to bring: portable piano, sound system, mics, music stands, amps, etc.
- 9) Anything else that will be pertinent to establish the proper wage scale for the client

If you need assistance determining the appropriate wage scale, please contact the Referral Service at (212) 245-1091 or Local 802 Organizer, Shane Gasteyer at (212) 245-4802 x143 to work towards the following:

- 1) Establish wage scale for the engagement
- 2) Prepare a bid for the client.
- 3) Decide which AFM Local 802 Agreement will work best for this engagement
- 4) Determine what paperwork is required based on the Agreement that you choose
- 5) 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 appropriate Local 802 staff member.

G-contracts: Fran Kayne x142 or fkayne@local802afm.org

LS-1 contracts: Bettina Covo x152 or bcovo@local802afm.org

Public Performance Agreements: Marissa Friedman x130 or mfriedman@local802afm.org

Legit 802 Paymaster Plan: Ronnie Gent x175 or Legit@local802afm.org

Demo Recording, Live or TV/Film contracts: Bob Pawlo x191 or RPawlo@local802afm.org
David Sheldon x194 or DSheldon@local802afm.org

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

Another option is to utilize Local 802's Paymaster Plan, Legit 802 Inc. Then the 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/>

Filing your work is an important part of being a Local 802 member. For further assistance, please contact (212) 245-1091 or Referral@local820afm.org