



# Booking Information and Planning Checklist

Thank you for choosing the Adonia String Trio for your event's musical needs. We hope this information on our booking process as well as a planning checklist are helpful to you as you prepare for your event. If you have additional questions, please don't hesitate to contact us!

## Before Booking

- Check/Confirm Adonia's availability
  - *Make sure you know the time and location of your event. We often book more than one event in a given day it helps us to know the precise start time and end time if possible. If the time has not yet been set at the time of booking, please indicate the general part of the day (example: early evening, mid-afternoon, etc), and let us know the specific time as soon as it is determined.*
- Review the pricing and determine deposit amount (25% of total cost)
  - *Don't forget to factor in mileage and travel fees if your venue is more than 25 miles outside the Chattanooga area. If you're not sure, or you need more information, contact a trio member.*
- Consider music selection—our full repertoire is available at [www.adoniatrio.com](http://www.adoniatrio.com)
  - *If you are going to need music that is not currently in the trio repertoire, contact a trio member to ask about our custom arrangement service. This service will require an additional contract and fee.*

## Booking Procedure

- Fill out the contract in its entirety
- Submit a deposit check and the contract to the address listed
- Receive confirmation from trio of booking
  - *When we receive your contract, we will sign it and send you a copy in the mail. If you would like to know sooner, feel free to email us or give us a call and we'll let you know as soon as we receive your contract to confirm the booking.*

## After Booking

- Finalize music selection
  - *View our repertoire and sound clips on our website. If you're planning a wedding, visit our "Choosing Your Music" guide on the website for helpful hints for your selections. We need to know the final list at least 2 weeks in advance of the event, unless you request custom arrangements (which require 2 months).*
  - *Feel free to take as active a role in this process as you please. For background music (including preludes or postludes in weddings) we can easily put together a song list based on the mood or feel of your event, or you can determine every detail—it's up to you!*
- Finalize the details
  - *We will email you with a list of the details we need to perfectly coordinate the timing of our part in your event. Just answer the questions at your leisure and we'll do all the rest!*
- Relax knowing that your musical needs are in the capable hands of professionals!



# Contract to Perform

Adonia String Trio ♦ 4428 Seneca Avenue ♦ Chattanooga, TN 37409 ♦ [www.adoniatrio.com](http://www.adoniatrio.com) ♦ (423) 822-2271

## Client Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

## Event Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
*(Please list ceremony start time; if location is a private residence, please include full address)*

Performance will be:  Indoor  Outdoor

Event Type: *(check all that apply)*  Ceremony  Cocktail Hour  Reception: \_\_\_\_\_ hours

## Cost Information

**Performance:** Please see the trio website for current pricing packages.

**Travel:** If the event is outside a 25 mile radius of the Chattanooga area (based on the trio street address above), additional fees will apply, including both a mileage fee allowing for two cars (\$0.48/mile per car) and a travel fee (\$45/hour pro-rated). If overnight accommodations are required, a separate contract will be needed.

**Rehearsals:** A charge of \$50 per person per hour (or any part of an hour) will apply for rehearsals. If you desire the trio to play at the rehearsal, three musicians will need to be present. Notification is requested at the earliest convenience, but may also be made up to two weeks in advance of the rehearsal date, pending availability. This fee need not be included in the deposit, and may be paid with the remaining balance at or before the event.

**Special Requests:** Special requests for music not found in the trio's repertoire will require a separate contract and fee. Please see the website or contact a trio representative for more information.

*The deposit required to book the trio is 25% of the total cost of the event, is non-refundable, and must be submitted with this contract. The remaining balance may be paid on or before the date of the event.*

Package Price: \_\_\_\_\_

Travel Fee *(if applicable)* \_\_\_\_\_

Total Cost: \_\_\_\_\_

Deposit: \_\_\_\_\_

Remaining Balance: \_\_\_\_\_

(continued on next page)

## Statements of Policy

*Please initial each of the following statements, indicating that you have read each statement and agree to abide by the terms stated.*

- \_\_\_\_\_ The trio will not perform nor expose their instruments outdoors in inclement weather, very cold weather, direct sunlight, or otherwise adverse natural conditions, as these factors can damage stringed instruments.
- \_\_\_\_\_ The trio will require a solid, clean, level surface on which to perform. Pavement, concrete, wood, carpet, or dry grass are all acceptable surfaces. Three chairs and ample space should be provided. The trio will bring their own music stands, unless the venue can provide them.
- \_\_\_\_\_ The trio will not provide a sound system or sound technician. In most situations, amplification is unnecessary, but if you desire a sound system, please arrange for one.
- \_\_\_\_\_ The deposit accompanying this contract is non-refundable, and books the trio for the date and time indicated on the contract. If the event is cancelled or rescheduled, the deposit will be forfeit.
- \_\_\_\_\_ The trio must be notified at least two weeks prior to the date of the event of the selected repertoire. Special requests of music not in the trio's published repertoire (found on the website) must be made at least 2 months in advance of the event, and require an additional contract and fees.
- \_\_\_\_\_ The trio's standard dress for events is concert black. If something different is desired, please contact the trio for approval.

*Any exceptions to the policies agreed upon above  
must be approved by all parties involved,  
including all musicians performing.*

I hereby affirm that I have read, understood, and agree to the conditions set forth in this contract to book the Adonia String Trio for this event. I certify that the information contained herein is accurate, and that I, the undersigned, am authorized on my own behalf or on the behalf of the organization which I represent to retain the services of the Adonia String Trio, and I assume financial responsibility for this contractual relationship.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trio Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*Please mail this form along with the deposit check to the address above.*

<i>Office Use Only</i>		<input type="checkbox"/> Deposited	<input type="checkbox"/> Copy Sent	<input type="checkbox"/> Calendar
Date Rec'd: _____	Ck# _____	Amt: _____	Name on Ck: _____	
Notes:				