

***** Work on partnership agreement details*****

**D.E.M.S: Lou

ie: events to work with,

- finances
- contracts
- insurances
- percentages
- anticipated Profits & losses
- 6-12month projection flow?
- proposals etc

**EMPRESSIVE STUDIO: Sharon

- Hire prices: per hour or block session,
Can the facilities be used 7days a week or is it limited?
If limited, then what is the limitation involved?
- Packages: studio hire fully equipped? Part equipped?
Vocal coaching, music assessor/ grader, Instrument hire etc...
- Equipment: costs in updating or repairing where necessary. Responsibility of both Sharon & Manager? Or Sharon as equipment owner?
- Management: Studio Manager aside from Sharon
- Availability: what is the tenancy arrangement or criteria on time? ie 24hr or 12 hr access
- Access: need 2 key holders
Can work independently ? Agree communication criteria?
- Rent: proposal of 50% each on monthly rent, signed agreement by both parties
- Security: big bro cameras
- Feasibility: generating resources back into studio
- Website: access & links

*****Logistics for International Music Festival Fundraiser*****

Date:

Venue:

Time:

Charities: Mind

: Cancer Research

: ?

Need to contact 3rd charity ASAP,

Find Venue location?

Arrange Draft proposal to be used!!

Start contacting performers: lock in with contracts where possible*

Arrange draft site set up & activities plan!!! Stages, amenities, equipment, camping area, risk, emergency, crowd, traffic, health & safety management plans etc...

Arrange marketing, design and advertising personnel

Crunch budget figures

Source suppliers from ASAP