

# James Y. Bailey

Percussion Services

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Instruction \* Show Design \* Clinician

Dear Director,

I am very happy to be able to work with your program. As a professional with extremely high standards, I am committed to offering your program the *best experience possible*.

This profile package is a tool used to obtain all necessary information to best meet your needs. Please complete it as accurately as possible. Any additional information, other than what is described, is encouraged and can be attached to this form. The more information I can be provided with, the better I can meet your organizations needs.

So that we may begin your show, please submit the following:

- Completed Profile Package
- Audio CD or file of selected music
- Full scores with selected cuts
- Partial Payment as agreed upon
- Copy of written permission to arrange (if necessary)

Once you have returned your completed profile package, I will be able to estimate cost and deadlines for your show. Once I receive **all** of the requested items (please see above), you will be given a contract including all deadlines, payment schedules, and other pertinent information.

Your *timeliness* and *accuracy* will help to create an exceptional product for your group. Please take this into consideration when gathering the requested information.

I appreciate the opportunity to provide your ensemble with design that is of the *finest quality and* available in the activity. If at any time you have questions, feel free to reach me via the information listed above. Thank you!

Sincerely,

Jim Bailey



## Show Information

To allow for optimum integration between the various design elements, all members of the design and instructional team music be able to communicate with each other. Please help to create an atmosphere of open communication by providing me with contact information for anyone else involved with the design or teaching process of this product.

Team Member	Name	Phone Number	Email Address

### Musical Selection/ Theme

Please provide information about your show concept, direction, music, and theme. Please include song title, composer, publisher, and other important information. Please put in production order.

**Show Theme or Title:** \_\_\_\_\_

	Song Title	Composer	Estimate Time
1.			
2.			
3.			
4.			
5.			

Other notes:

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What is the goal of this show?

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❖ What Dates would you like to receive your music? \_\_\_\_\_

*Note: Official dates are dependent on completion of all requested materials.*

❖ What circuit will your show be competing in \_\_\_\_\_

# Payment Terms

## Please Select a Payment Method

- Band Booster Check
- Personal Check
- Corporation Check
- Other: \_\_\_\_\_

Since every organization does billing and payouts differently, please make sure you communicate any and all expectations regarding if and where invoices need to be sent to in order to receive payment.

## Please Select a Payment Option

- 100% Before Delivery
- 50% Before Deliver, 50% After Delivery
- Other Schedule (minimum payment must be received before show construction is started)  
Schedule Terms: \_\_\_\_\_

Payment terms and schedule will be finalized in the contract. In the event that payment is not received as agreed upon, a late fee may be added.

## Payment Contact Information

Whom should I contact for **all** billing inquiries. Please complete the appropriate information.

- Band Director
- Band Booster President/ Treasure
- District Billing Office
- Other

Name and Number of Contact: \_\_\_\_\_