

Ensemble Collaboration Agreement Draft 1

It's always wonderful to find an artist or ensemble whose work you resonate with and with whom you would like to collaborate. As much as you admire and respect each other, it's probably worth assuming that your business model, artistic goals and creative processes are quite different. This Ensemble Collaboration Agreement is intended as a general outline of topics worth discussing before jumping into the rehearsal hall. Early discussions, decision-making, and clarifying of terms can help your collaboration run more smoothly. You are encouraged to make this "your own" and adjust as seems appropriate to your unique projects.

We recommend starting by filling out the Project Summary, then moving on to each Collaborator's information pages. After sharing your information pages with each other, then you are better equipped to fill out the Project Timeline and Project Agreements.

In this agreement the term "Collaborator A," "Collaborator B," and Collaborator C" refers to each partnering entity engaging in the collaboration. These could be ensembles, individual artists and/or community groups. Each participating "Collaborator" should collaborate on filling out this agreement. You should all agree on the final version of this and each sign at the end.

PROJECT SUMMARY

Project Title:	
Summary of Project Description:	
Summary of Project Timeline:	
Lead Collaborator (if applicable. Lead Collaborator should be "Collaborator A"):	
Additional Collaborators (Collaborator B and Collaborator C)	

COLLABORATOR A INFORMATION

Name:

A	<i>Primary Contact:</i>	
A	<i>Email Address:</i>	
A	<i>Phone Number:</i>	
A	<i>Address:</i>	
A	<i>Legal Name:</i>	
A	<i>EIN or SSN:</i>	
A	<i>Mission or Short Description of Collaborator:</i>	
A	<i>Please summarize your typical creation process, including how you make artistic and logistic decisions:</i>	
A	<i>Are there themes you prefer to work with and themes you prefer not to work with?</i>	
A	<i>How would you describe your work in terms of dramatic narrative, abstraction, community engagement, formal/informal, raw/refined?</i>	
A	<i>What do you see as your strengths and weaknesses?</i>	
A	<i>What is your process of working through artistic differences within your ensemble? With outside collaborators? What happens when agreement can't be reached?</i>	
A	<i>Does anyone have a final say in any aspect of your creation?</i>	
A	<i>What are the dynamics of inter-personal relationships in your work? Do you try to leave personal issues "at the door" or give time in the creation process for sharing and discussing them? Are you "strictly professional" with each other or do you consider each other friends and/or family?</i>	
A	<i>What is your typical rehearsal schedule like? How many hours per day? How many days in a row? Times of day?</i>	
A	<i>When you travel, what are your expectations for transportation, housing and ground transportation? (Some examples: Does everyone fly? Does everyone drive? Is public transportation okay? Are you willing to share rooms, stay in an airbnb, or as a guest in someone's home? Are there food restrictions that need to be shared? Are there health concerns that need to be shared?)</i>	
A	<i>What are the expectations about participants being paid in your work?</i>	
A	<i>What else is important to know about you and your work?</i>	

COLLABORATOR B INFORMATION

Name:

B	<i>Primary Contact:</i>	
B	<i>Email Address:</i>	
B	<i>Phone Number:</i>	
B	<i>Address:</i>	
B	<i>Legal Name:</i>	
B	<i>EIN or SSN:</i>	
B	<i>Mission or Short Description of Collaborator:</i>	
B	<i>Please summarize your typical creation process, including how you make artistic and logistic decisions:</i>	
B	<i>Are there themes you prefer to work with and themes you prefer not to work with?</i>	
B	<i>How would you describe your work in terms of dramatic narrative, abstraction, community engagement, formal/informal, raw/refined?</i>	
B	<i>What do you see as your strengths and weaknesses?</i>	
B	<i>What is your process of working through artistic differences within your ensemble? With outside collaborators? What happens when agreement can't be reached?</i>	
B	<i>Does anyone have a final say in any aspect of your creation?</i>	
B	<i>What are the dynamics of inter-personal relationships in your work? Do you try to leave personal issues "at the door" or give time in the creation process for sharing and discussing them? Are you "strictly professional" with each other or do you consider each other friends and/or family?</i>	
B	<i>What is your typical rehearsal schedule like? How many hours per day? How many days in a row? Times of day?</i>	
B	<i>When you travel, what are your expectations for transportation, housing and ground transportation? (Some examples: Does everyone fly? Does everyone drive? Is public transportation okay? Are you willing to share rooms, stay in an airbnb, or as a guest in someone's home? Are there food restrictions that need to be shared? Are there health concerns that need to be shared?)</i>	
B	<i>What are the expectations about participants being paid in your work?</i>	
B	<i>What else is important to know about you and your work?</i>	

COLLABORATOR C INFORMATION

Name:

☒	<i>Primary Contact:</i>	
☒	<i>Email Address:</i>	
☒	<i>Phone Number:</i>	
☒	<i>Address:</i>	
☒	<i>Legal Name:</i>	
☒	<i>EIN or SSN:</i>	
☒	<i>Mission or Short Description of Collaborator:</i>	
☒	<i>Please summarize your typical creation process, including how you make artistic and logistic decisions:</i>	
☒	<i>Are there themes you prefer to work with and themes you prefer not to work with?</i>	
☒	<i>How would you describe your work in terms of dramatic narrative, abstraction, community engagement, formal/informal, raw/refined?</i>	
☒	<i>What do you see as your strengths and weaknesses?</i>	
☒	<i>What is your process of working through artistic differences within your ensemble? With outside collaborators? What happens when agreement can't be reached?</i>	
☒	<i>Does anyone have a final say in any aspect of your creation?</i>	
☒	<i>What are the dynamics of inter-personal relationships in your work? Do you try to leave personal issues "at the door" or give time in the creation process for sharing and discussing them? Are you "strictly professional" with each other or do you consider each other friends and/or family?</i>	
☒	<i>What is your typical rehearsal schedule like? How many hours per day? How many days in a row? Times of day?</i>	
☒	<i>When you travel, what are your expectations for transportation, housing and ground transportation? (Some examples: Does everyone fly? Does everyone drive? Is public transportation okay? Are you willing to share rooms, stay in an airbnb, or as a guest in someone's home? Are there food restrictions that need to be shared? Are there health concerns that need to be shared?)</i>	
☒	<i>What are the expectations about participants being paid in your work?</i>	
☒	<i>What else is important to know about you and your work?</i>	

PROJECT AGREEMENTS

This section is to be filled out and agreed upon by all collaborators. We recommend first filling out and sharing the individual collaborator information sections.

<i>Project Title:</i>	
<i>Full Project Description:</i>	
<i>Description of Each Collaborator's Primary Roles:</i>	
<i>What are the goals of the project?</i>	
<i>How will the project be shared with the public? Is it exploratory and private? Will you present work-in-progress showings? Will you be presenting a full, finished production?</i>	
<i>Is this a step towards something bigger? If so, what are the expectations for this step? What are the next steps? Is moving from one step to the next dependent upon anything? If so, what?</i>	
<i>Describe how administrative and logistic work will get done? Is it shared? Is there a lead administrator for the project? Who does what?</i>	
<i>Describe how artistic work will get done? Is responsibility for leading shared? Who does what?</i>	
<i>How are decisions made in both the administrative and artistic realms? If you are using a process like "consensus," or "majority rules," or "the director has final say," please define your terms and describe the nuts and bolts of how typical decision-making will unfold:</i>	
<i>What happens when there are disagreements or strong discomfort with some aspect of the process? How are these things talked about and resolved?</i>	
<i>What happens if the collaborators reach a point where resolution cannot be found without outside help? What type of outside help do you agree to accept?</i>	
<i>How are finances handled for the project? Who raises the money? How? Who gets paid? How are financial changes dealt with along the way? *</i>	
<i>Who owns the project? What happens if unexpected revenue is offered? What happens if some of the collaborators want to continue working on the project after it closes, and others do not?</i>	
<i>What else is important to any of the collaborators in going forward with this project?</i>	

FINAL PAGE

By signing below, we each confirm our agreement all that is written on this Ensemble Collaboration Agreement Document, including any attachments (budgets, travel documents, etc.) Please list attachments you have included below.

Signed,

Collaborator A – Printed Name

Collaborator A – Signature

Collaborator A
– Date

Collaborator B – Printed Name

Collaborator B – Signature

Collaborator B
– Date

Collaborator C – Printed Name

Collaborator C – Signature

Collaborator C
– Date

ATTACHMENTS INCLUDED

<i>Attachment 1</i>	
<i>Attachment 2</i>	
<i>Attachment 3</i>	