

Tips on Professionalism

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Presenters, artistic directors, event planners, and personnel managers are your connection to freelance work.

If you want to be at the top of their “call list,” you must have a reputation of being:

1. Responsive
2. Pleasant
3. Prepared

Responsive

- check your texts, phone, and email frequently (every hour)
- respond within one hour
- if you can’t do the gig, respond immediately and recommend someone else
- if you need more time, respond immediately and let them know when you’ll have an answer
- Make sure your professional email signature has your mobile number and website
- If the presenter needs promotional materials, a contract, or other forms, provide it within 24 hours.

Pleasant

Never sacrifice friendliness for the sake of efficiency.

- maintain kind authenticity in your communication, regardless of the writing style of others
- make eye contact and a pleasant greeting when you arrive
- participate in any social events you may be invited to after the gig
- show appreciation for colleagues and the staff
- don’t engage in gossip, ever!
- send a note of thanks when the gig is over

Prepared

- arrive early so that parking and traffic don’t stress you out
 - make sure your music is taped/bound, marked, and practiced
 - bring the contract or any documents needed.
- (there are so many things you could add.)