

# How to Hire Entertainment for Your Event

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Hiring entertainment for your event can be an overwhelming task. Below are some guidelines to make the hiring process easier for you.

## 1. Know your budget.

Know how much you can spend on entertainment before approaching entertainers to find out about their acts. What you can spend on an entertainer will often dictate the level of entertainment you get.

## 2. When approaching entertainers, be prepared to discuss your event and your budget with them. Any professional entertainer is going to be asking you questions about your event, such as what type of event it is, if there is a theme to the event, a general time line of the event, etc. By doing this, they are determining if their act is a good match for your group and function.

By discussing your budget with them, you are also finding out if they are within your price range. If so, then you can move on with the process, if not, you are saving everyone time.

## 3. Request promotional material

If after your initial contact with the entertainer you feel comfortable with them and you both agree that there is a possibility that they will be a good match for your group, ask them to send you some promotional material.

The promotional material should contain letters of recommendation, a promotional video giving highlights of the show, as well as a other documentation containing information about the show.

4. After reviewing the promotional material, you will most likely have questions for the entertainer. Give them a call and get your concerns addressed and questions answered.

5. Request an agreement

The entertainer should provide you with a very basic agreement outlining the who, what, and when of your event, or what you have already discussed with the entertainer. The agreement should also state what you will be required to provide for the event, such as a sound system or lighting requirements, and what the entertainer will be providing.

The agreement should also cover travel fees, per diem charges, meals and transportation. All of this should have been discussed in the initial phone call, and there should not be any surprises for you on the agreement.

6. Once you have secured your entertainer for your event, keep them in the loop of any changes that may occur in the timeline of your event.

Your entertainer should be there to enhance your event. Keeping him or her involved in the changes of your event helps them to bring you the show you would like, especially if they are doing any customized material for you, as well as making sure they are there on time for sound checks and the actual show.

7. Sit back, relax and enjoy the show!

By using these simple steps, you should feel confident that the entertainer you have chosen is a professional, so sit back and enjoy the fruits of your labor!

Michael Swenson is an entertainer who is dedicated to helping you make your next event a huge success. To find out more about him or to contact him, visit [www.Hypno.com](http://www.Hypno.com) or phone him at 858.382.2595