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.)