






COMMERCIAL
BOOKING GUIDE v12.01

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BOOKING PROCEDURE

DIÁSPORA is managed by RED & BLACK MUSIC. We work on a 3-stage booking procedure, rather like a set of traffic lights:

	1) ENQUIRY	If you wish to hire DIÁSPORA, simply contact us via phone or email, and (assuming that the band is available on your chosen date), this booking guide, along with a booking form, will be sent to you. We will 'pencil' the date into the diary for a maximum period of 28 days. After this period, the date will be released unless we hear from you otherwise.
	2) CONFIRMED	Once you have either returned a completed booking form or let us know that you are happy with all the details, including the final costs, we will issue you with a contract and we will request a 10% deposit to secure the booking (unless booked by an agent or a third party). We will hold the date for a maximum period of 28 days or until we receive the returned contract and 10% deposit.
	3) CONTRACTED	Once you have returned the contract and paid the 10% deposit, the booking is complete. Simple! In cases where DIÁSPORA is hired via an agent or a third party, or, in some cases, via an external contractor (e.g., festivals and certain live music venues), DIÁSPORA is subject to the contractual and depository arrangements of the hirer (unless there is a separate sub-contract).

7 STEPS TO HEAVEN BUILDING YOUR QUOTE IN 7 EASY STEPS

Unlike many artists who rely on guesstimates in their quoting methodology, we break everything down into fixed quoting procedures, because we find this to be more accurate (e.g., calculating transport expenses separately from performance fees). Our quoting methodology is completely transparent and 'open source' in the sense that the agent, client or promoter and the manager or director all read from the same sheet, thereby enabling us to quote with assurance and encouraging others to trust in our business.

The next few pages will take you through the 7 steps to building a quote from the ground up.

If you are an agent, we realize that requirements vary in terms of which items are included or excluded in initial quotes, and we aim to be flexible. Depending on your requirements, we can provide bespoke, branded all-inclusive quoting guides where appropriate, and / or talk through quoting procedures with you (in cases where quoting is automated via online content management systems).

1) CHOOSE YOUR BASIC PACKAGE

PERFORMANCE FEES - excluding expenses, technical provision, extended timings, requests and agent commission / VAT (as appropriate)

ZONE	11-piece	10-piece	9-piece	8-piece	7-piece	6-piece	5-piece
ZONE 1 (000-025 miles from London / SW1A)	£840	£825	£800	£765	£720	£665	£600
ZONE 2 (025-075 miles from London / SW1A)	£900	£880	£850	£810	£760	£700	£630
ZONE 3 (075-150 miles from London / SW1A)	£1,020	£990	£950	£900	£840	£770	£690
ZONE 4 (150-300 miles from London / SW1A)	£1,200	£1,155	£1,100	£1,035	£960	£875	£780
ZONE 5 (300 miles +)	£1,320	£1,265	£1,200	£1,125	£1,040	£945	£840

For all engagements, performance fees are calculated from London / SW1A.

PACKAGES - including minimum technical and physical specifications

PACKAGE	SIZE	INSTRUMENTATION	MICROPHONES	CARS	TECHNICAL	PHYSICAL
Standard	11-piece	2 vocalists Piano Bass 3 percussionists (traditional OR contemporary setup) 4 horns (alto sax, tenor sax, trombone, trumpet)	7	7	16-input + Front-of-house	7m x 3m OR 6m x 4m
	10-piece	1 vocalist Piano Bass + 3 percussionists (traditional OR contemporary setup) OR 2 percussionists (Latin setup, congas) + 1 extra vocalist + 4 horns (alto sax, tenor sax, trombone, trumpet)	6			

PACKAGE	SIZE	INSTRUMENTATION	MICROPHONES	CARS	TECHNICAL	PHYSICAL
Instrumental	9-piece	Piano Bass + 3 percussionists (traditional OR contemporary setup) OR 2 percussionists (Latin setup, congas) + 1 vocalist + 4 horns (alto sax, tenor sax, trombone, trumpet)	5	6	16-input + Front-of-house	6m x 3m OR 5m x 4m
Medium	8-piece	2 vocalists Piano Bass 3 percussionists (traditional OR contemporary setup) 1 saxophonist / vocalist	4	5	12-input	5m x 3m
	7-piece	1 vocalist Piano Bass + 3 percussionists (traditional OR contemporary setup) OR 2 percussionists (Latin setup, congas) + 1 extra vocalist + 1 saxophonist / vocalist				
Small	6-piece	1 vocalist Piano OR Guitar Bass 2 percussionists (Latin setup, congas) 1 saxophonist / vocalist	3	4	8-input	4m x 3m
	5-piece	1 vocalist Piano OR Guitar Bass 1 percussionist (Latin setup OR congas) 1 saxophonist / vocalist				

2) CHOOSE YOUR SUPPORT ACT(S)**A) JAZZ / STRING QUARTET**

	4-piece	3-piece	2-piece	1-piece
ZONE 1 (000-025 miles from London / SW1A)	£400	£300 (jazz quartet only)	£200 (jazz quartet only)	£100 (jazz quartet only)
ZONE 2 (025-075 miles from London / SW1A)	(string quartet only) £420			
ZONE 3 (075-150 miles from London / SW1A)	(string quartet only) £460			
ZONE 4 (150-300 miles from London / SW1A)	(string quartet only) £520			
ZONE 5 (300 miles +)	(string quartet only) £560			

PACKAGES

PACKAGE	SIZE	JAZZ QUARTET	STRING QUARTET
Quartet	4-piece	1 saxophonist OR vocalist Piano OR guitar Bass Drums OR 1 saxophonist OR 1 vocalist	Violin Violin Viola Violoncello
Trio	3-piece	1 saxophonist OR vocalist Piano OR guitar Bass OR Percussion	
Duo	2-piece	1 saxophonist OR vocalist Piano OR guitar	
Solo	1-piece	1 saxophonist OR vocalist + iPod / speakers	

For the string quartet, we increase the petrol allowance by 2 cars as part of the transport expenses ([see section 3](#)).

B) GUEST ARTIST

Our guest artists can work in 2 ways:

1. Booked in substitution of band member(s) as part of the primary feature at no extra cost.
2. Booked separately as a support act appearing as a guest with the primary feature. Performance fees (per artist):

ZONE	11-piece	10-piece	9-piece	8-piece	7-piece	6-piece	5-piece
ZONE 1 (000-025 miles from London / SW1A)	£70	£75	£80	£85	£90	£95	£100
ZONE 2 (025-075 miles from London / SW1A)	£75	£80	£85	£90	£95	£100	£105
ZONE 3 (075-150 miles from London / SW1A)	£85	£90	£95	£100	£105	£110	£115
ZONE 4 (150-300 miles from London / SW1A)	£100	£105	£110	£115	£120	£125	£130
ZONE 5 (300 miles +)	£110	£115	£120	£125	£130	£135	£140

C) SALSA DJ / DANCE TUITION

Please enquire for more details. In some cases, salsa dance tutors can provide DJ sets included (depending on the supplier).

PLEASE NOTE:

It is possible to hire more than 1 support act per event.

It is possible to book any of the basic packages as support acts – e.g., Latin quintet providing ambient jazz before the main band.

3) ADD EXPENSES FOR TRANSPORT, ACCOMMODATION AND SUBSISTENCE**A) TRANSPORT**

For all engagements, the band requires EITHER transport OR transport expenses.

1. The number of cars x
2. The mileage - calculated at a rate of £0.40 per mile, using the online mileage calculator at Google Maps (www.google.com)

For all engagements, mileage is calculated from London / SW1A.

B) ACCOMMODATION

For some engagements, the band requires EITHER accommodation OR accommodation expenses, depending on the zone and finishing time. Alternatively, the client may prefer to pay a 'late finish' surcharge ([see section 5](#)), although this usually works out to be more expensive.

ZONE	21:00 - 22:00	22:00 - 23:00	23:00 - 00:00	00:00 +
ZONE 1 (000-025 miles from London / SW1A)	N/A	N/A	N/A	N/A
ZONE 2 (025-075 miles from London / SW1A)	N/A	N/A	N/A	Required
ZONE 3 (075-150 miles from London / SW1A)	N/A	N/A	Required	Required
ZONE 4 (150-300 miles from London / SW1A)	N/A	Required	Required	Required
ZONE 5 (300 miles +)	Required	Required	Required	Required

1. The number of rooms x
2. The rates quoted from the nearest Travelodge to the postcode of the engagement (www.travelodge.co.uk)

C) SUBSISTENCE

For all engagements, the band requires EITHER 1 meal + 2 non-alcoholic drinks per 6 hours' engagement time OR subsistence expenses.

1. The number of musicians x
2. The expenses per musician, depending on the zone:

ZONE	EXPENSES
ZONE 1 (000-025 miles from London / SW1A)	£5
ZONE 2 (025-075 miles from London / SW1A)	£10
ZONE 3 (075-150 miles from London / SW1A)	£15
ZONE 4 (150-300 miles from London / SW1A)	£20
ZONE 5 (300 miles +)	£25

[4\) ADD CHARGES FOR TECHNICAL PROVISION \(IF APPLICABLE\)](#)

A) SOUND

PACKAGE	SIZE	CHARGE
STANDARD / INSTRUMENTAL	11-piece	£150 + £50 to cover front-of-house (recommended)
	10-piece	
	9-piece	
MEDIUM	8-piece	£100
	7-piece	
SMALL	6-piece	£50
	5-piece	

B) LIGHTING

If the client, promoter or venue requires the band to provide lighting, charges vary depending on the supplier. Please enquire for more details.

[5\) ADD CHARGES FOR EXTENDED TIMINGS \(IF APPLICABLE\)](#)

A) EARLY ARRIVAL

DIÁSPORA requires 2 hours before the contracted performance start time, to allow for arrival, setup and sound-check (if applicable). Only if the client specifically requires an earlier arrival and setup will we charge a waiting fee based on the number of hours.

ARRIVAL	CHARGE
2 - 3 hours early	Add 10% to the performance fee
3 - 4 hours early	Add 20% to the performance fee
4 - 5 hours early	Add 30% to the performance fee

B) LATE FINISH

If the client is not providing accommodation or accommodation expenses, a surcharge to the performance fee will apply for extended engagements.

ZONE	00:00 - 01:00	01:00 - 02:00	02:00 - 03:00	03:00 +
ZONE 1 (000-025 miles from London / SW1A)	Add 00%	Add 25%	Add 45%	Add 65%
ZONE 2 (025-075 miles from London / SW1A)	Add 25%	Add 45%	Add 65%	Add 85%
ZONE 3 (075-150 miles from London / SW1A)	Add 45%	Add 65%	Add 85%	
ZONE 4 (150-300 miles from London / SW1A)	Add 65%	Add 85%		
ZONE 5 (300 miles +)	Add 85%			

C) EXTENDED DURATION

DIÁSPORA is priced per 1 time allocation of maximum 135 minutes (2.25 hours), divided into sets, with break(s) of 30 minutes between sets.

1. 2 x 65 minute sets
2. 3 x 45 minute sets
3. 4 x 35 minute sets

The same rule applies to the optional jazz / string quartet, although it varies for other support acts. All standalone support acts are priced per time allocation of 135 minutes (2.25 hours), and cannot be incorporated as part of the basic package time allocation. If the contracted performance time exceeds 135 minutes (2.25 hours) then we will charge an additional percentage of the performance fee, according to the length of overtime:

OVERTIME	CHARGE
00 - 30 minutes	Add 25% to the performance fee
30 - 60 minutes	Add 45% to the performance fee
60 - 90 minutes	Add 65% to the performance fee

The same rule applies to the optional jazz / string quartet, although it varies for other support acts.

6) ADD CHARGES FOR SPECIAL REQUESTS (IF APPLICABLE)**A) REQUEST A SONG**

The most recent version of the DIÁSPORA playlist can be found at www.diasporamusic.co.uk

SONG IS ON THE BAND PLAYLIST?	SONG FITS THE THEME OF THE BAND? (subject to the discretion of the musical director)	COST
Yes	Yes - or music is purely functional (e.g., 'Happy Birthday')	£00 per song
No	Yes	£25 per song
No	No	£50 per song

B) REQUEST A THEME

The DIÁSPORA playlist falls into 5 strands, which can be mixed and matched according to the requirements of the event.

Traditional and contemporary salsa dance music	FREE
Latin pop fusion and Hollywood hits	FREE
Latin jazz	FREE
Brazilian	FREE
Original compositions	FREE

7) AGENTS (IF APPLICABLE)**A) COMMISSION**

If you are an agent, then your commission is added on top.

B) VAT

If you are an agent, then your VAT is added on top. RED & BLACK MUSIC is not VAT registered, therefore we do not charge VAT.

[ADD IT ALL UP](#)

STEP	PACKAGE	DETAILS			ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5
1) BASIC PACKAGE	Standard	11-piece			£840	£900	£1,020	£1,200	£1,320
		10-piece			£825	£880	£990	£1,155	£1,265
	Instrumental	9-piece			£800	£850	£950	£1,100	£1,200
	Medium	8-piece			£765	£810	£900	£1,035	£1,125
		7-piece			£720	£760	£840	£960	£1,040
	Small	6-piece			£665	£700	£770	£875	£945
		5-piece			£600	£630	£690	£780	£840
	2) SUPPORT ACT	Jazz quartet	4-piece	String quartet	4-piece	£400	£420	£460	£520
3-piece			£300						
2-piece			£200						
1-piece			£100						
Guest artist		11-piece			£70	£75	£85	£100	£110
		10-piece			£75	£80	£90	£105	£115
		9-piece			£80	£85	£95	£110	£120
		8-piece			£85	£90	£100	£115	£125
		7-piece			£90	£95	£105	£120	£130
		6-piece			£95	£100	£110	£125	£135
		5-piece			£100	£105	£115	£130	£140

STEP	PACKAGE	DETAILS		ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5
	DJ		Enquire for options / prices					
	Dance tuition		Enquire for options / prices					
3) EXPENSES	Transport		Number of cars x	Mileage	Mileage	Mileage	Mileage	Mileage
	Accommodation		Number of rooms x	Rate	Rate	Rate	Rate	Rate
	Subsistence		Number of musicians x	£5	£10	£15	£20	£25
4) TECHNICAL	Standard	11-piece		£150 + £50	£150 + £50	£150 + £50	£150 + £50	£150 + £50
		10-piece						
	Instrumental	9-piece		£100	£100	£100	£100	£100
	Medium	8-piece						
		7-piece						
	Small	6-piece		£50	£50	£50	£50	£50
		5-piece						
Lighting		Enquire for options / prices						
5) TIMINGS	Early arrival	TOTAL						
	Late finish	TOTAL						
	Extended duration	TOTAL						
6) REQUESTS	Request a song	Playlist? ☺ Y	Theme? ☺ Y	£00 / song				
		Playlist? ☹ N	Theme? ☺ Y	£25 / song				
		Playlist? ☹ N	Theme? ☹ N	£50 / song				
7) AGENTS	Commission / VAT		Subject to agent conditions					

ANY OTHER DETAILS

A) DRESS CODE

The DIÁSPORA dress code is smart, formal, white OR black, with a splash of 1 bright colour (no pastels, no patterns). Please specify if you require otherwise.

B) DRESSING ROOM / GUEST LIST ENTRY FOR NON-BAND MEMBERS

Please specify if you can / cannot provide these.

C) MARKETING / PRIVACY PREFERENCES

Please specify if you would / would not permit the following:

PREFERENCE	AGENT OR THIRD PARTY?	SPECIFY
RED & BLACK MUSIC may wish to take photographs and / or make sound recordings		Y / N
RED & BLACK MUSIC may wish to invite a potential client or partner to the engagement	(unless booked via an agent or third party)	Y / N
RED & BLACK MUSIC may wish to bring publicity materials to the engagement	(unless booked via an agent or third party)	Y / N
RED & BLACK MUSIC may wish to sell CDs or merchandise	(unless booked via an agent or third party)	Y / N

CONTACT US

If you are interested in booking DIÁSPORA, please contact:

T: +44(0)7737760520

E: redandblackmusic@me.com

W: www.diasporamusic.co.uk

If you are interested in joining DIÁSPORA, please contact:

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