

MANAGEMENT AGREEMENT CHECKLIST

A list of the basic terms to consider

1. Name of manager
 - (a) Telephone
 - (b) Address
2. Name(s) and address(es) of artist(s)
3. Territory
4. Term: fixed period or optional years?

If fixed term:

 - (a) Term
 - (b) Extensions

If optional years:

 - (a) Length of initial period
 - (b) Options:
 - (i) Number
 - (ii) Length
 - (iii) Performance triggers
5. Management outside "home" territory?
 - (a) Who selects
 - (b) Who pays
6. Remuneration
 - (a) Commission
 - (b) On what?
 - (i) Recording costs
 - (ii) Live performance costs
 - (iii) Publishing
 - (iv) Merchandising
 - (v) Other
7. Services of manager
 - (a) Role
 - (b) Powers

- (c) Restrictions
 - (d) Reporting of actions
- 8. Arrangements for banking and accounting
 - (a) Bank account
 - (b) Signatories/ Authorised Operators
 - (c) Accountant
 - (d) Who keeps books & where
- 9. Remuneration upon termination
 - (a) Recording
 - (b) Publishing
 - (c) Live work
 - (d) Other
- 10. Period of post-termination remuneration (after termination, other than where terminated for breach by manager).
- 11. Is manager licensed under NSW's Entertainment Industry Act 1989?