



Music Mentoring Agreement

We are completing this Music Mentoring Agreement to set out and mutually agree, our aims and expectations from undertaking this arrangement. By signing this agreement, we are also committing to our roles and responsibilities within the mentoring process.

We mutually agree to the following terms and conditions:

Logistics section

1. The music mentoring agreement will commence on _____ [date]
2. The duration of this music mentoring agreement is expected to last _____
[Number of weeks / months]
3. Consisting of _____ number of meetings
4. on _____ [day(s) of the week]
5. at _____ [time(s) of day]
6. Each meeting will last for _____ [minutes / hours]
7. Each session will take place _____ [in person / remotely by phone / remotely by video call]
8. The responsibility for setting up the meeting(s) is the responsibility of the _____ [Mentor / Mentee]. This includes ensuring any necessary arrangements for the facilitation of this meeting are made, for example booking a meeting room, telephone numbers are exchanged, video call link is created and available to both parties

Etiquette section

1. Cancellation of the agreed meeting(s) will only be done if absolutely necessary and with adequate notice
2. If cancellation does occur, an alternative date / time must be suggested and agreed without delay to ensure future timescales are not unduly impacted upon
3. We agree that all interactions will be handled with a mutual respect and a willingness to provide and receive open and honest feedback, ideas and opinions without taking offence
4. Confidentiality of all discussions will be adhered too, unless mutually agreed otherwise
5. Any contact made outside of the times laid out in this agreement must be limited, unless mutually agreed otherwise
6. Both parties can cancel this agreement at any point if they feel the mentoring process is not meeting their mutually agreed aims and objectives. Or if the relationship has broken down and is not allowing for a mutually beneficial outcome

Setting aims and objectives

It is important to set expectations of the outcome both parties want to achieve at the end of the mentoring process. The best way to do this is to;

- set *SMART goals and outcomes
- set of *SMART actions to ensure goals are achieved

* **SMART** definition:

- **S**pecific – be clear and precise
- **M**easurable – how are you going to know when your goal has been achieved?
- **A**chievable – be realistic in what can be achieved during the process. Consider the agreed duration of the agreement, the skills and experience of both parties etc.
- **R**elevant – relate back to the desired outcome. Will this goal/action help achieve this?
- **T**ime-based – there is a defined duration for completion, ensuring this is realistic due to the circumstances of the agreement

Action Plan

The Action Plan is a tool that can be used by the Mentor and Mentee, for identifying, managing and monitoring both their individual and joint aims, objections and actions.

Goal(s)/Aim(s) <i>* what you hope to achieve</i>	Objective(s) <i>what gap(s) have been identified</i>	Actions(s) <i>What specifically needs to be done to bridge the gap(s)</i>	Who <i>Who is going to lead on this action</i>	Deadline <i>The date by which the action is expected to be completed</i>	Evidence <i>How are you going to measure if the action has been completed?</i>
<i>Have a greater depth of the techniques that can be used when songwriting</i>	<i>Being able to structure a song correctly</i>	<i>Advise and demonstrate how a song can be structured Provide opportunities for practical demonstrations of the understanding of the advise</i>	<i>Mentor Mentor</i>	<i>31/08/2023 31/10/2023</i>	<i>Supportive documentation to support verbal discussions Song or elements of songs, demonstrating the new techniques learnt</i>

**Anything written in blue in the action plan can be deleted, this is just for information or example.*

Regular review of the action plan

Throughout the process, there needs to be regular review of the following:

- Goals – have these changed? Do they need amending?
- Action Plan – do the agreed actions need changing in line with any amendments to goals. Has there been unexpected delays impacting on timescale of the expected completion of actions
- Review and reflect – what is going well? What difficulties have been encountered? Could we learn from our experiences and do it differently in the future?

Confirmation of agreement to the details laid out in this Music Monitoring Agreement

We confirm it has been mutually agreed, the ownership of any music produced via this mentoring process will be with _____ [owner(s)]

Participants of this mentoring process, please sign below to confirm your agreement to abide and commit to the details laid out in this Music Mentoring Agreement;

Mentee Full Name: _____

Mentee Signature: _____

Date: _____

Mentor Full Name: _____

Mentor Signature: _____

Date: _____