



PROGRAM ETIQUETTE & EXPECTATIONS

Welcome to Jumpstart Music Career Consultation and Coaching. This program is designed to help artists and music industry professionals find valuable insight on their creative projects and career development by engaging in 1-hour consultations with a professional of their choosing. As you book and prepare for your upcoming meeting, we have outlined a few key things to review on general etiquette and best practices to make the most out of your session.

Selecting a consultant:

- Do your research - Look through each consultant's bio to identify their areas of interest and expertise, and which projects they've worked on.
- Meetings are booked on a first come first served basis and are subject to consultant availability. We encourage you to select a consultant based on a current project need and book a follow-up appointment if necessary to discuss other priorities.
- Participants in the 2021 program are invited to request a new or follow-up meeting.

Preparing for a meeting:

- Come to the meeting with an open mind and be ready to consider suggestions from the consultant.
- Bring 3-5 questions you'd like to guide the discussion and have answered at the end of your 60 minutes. Be specific when sharing your ideas and project goals.

Meeting Etiquette:

- Respect your consultant's time as much as your own. Be mindful of when you are nearing the end of your 60-minute meeting.
- Be on time and let Music BC know if you are going to be late. Missed sessions will not be re-booked automatically and is subject to consultant availability and meeting request queue.
- Keep it professional - Please do not contact the consultant outside of the meeting unless you have both agreed to exchange contact information.
- This is not an opportunity for a sales pitch. If the participant and consultant wish to connect on services for hire or other business opportunities, please do so outside of your Jumpstart meeting.
- Disrespectful language, threats, comments or alike will not be tolerated. The consultant will report any unacceptable behaviour to Music BC, which may result in program expulsion, revoking of membership or similar actions.
- Remember that you own your development. It is up to you to identify meeting objectives and follow through on actionable items. Our consultants are here to assist in providing guidance on the next stages of your project. They will not tell you what you should or should not do, nor should they be asked or expected to reveal confidential or proprietary information as it relates to their company and/or clients.

Cancelling or Rescheduling Your Appointment:

- Reach out to Music BC at least 24 hours in advance to reschedule or cancel a meeting by email kentya@musicbc.org or phone call 604-873-1914.