



**MANAGER/ ARTISTE
HANDBOOK**



**KIMMY JENKINS
PRODUCTIONS**

KIMMY JENKINS~CHARLENE SMITH



Kimmy Jenkins Productions Manager/Artiste Handbook with Contract

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1. Introduction:

Welcome, we are excited to have you join the Kimmy Jenkins Productions (KJP) team!

Welcome to the Kimmy Jenkins Productions (KJP) Manager/Artiste handbook. This handbook is designed to help you understand our role as well as our expectations of you as an Artiste. Our goal is to provide you with the tools and knowledge needed to support and develop your talents effectively.

The role of Kimmy Jenkins Productions:

As your management firm, we will be responsible for overseeing all aspects of your career. This includes managing your daily activities, promoting your music, booking performances, handling financial affairs, and ensuring long-term success.

- You must have a working phone with enough storage for APPs
- You must download the APP Cozi- Cozi is where you get your daily schedule
- Your music will be uploaded to all of our social media platforms
- You are never to miss a booking without informing us prior
- You are to

2. Artist Relations:

We are family~

Together we have to build a strong, loyal, trusted relationship. We listen to you and help you set your goals. You must be able to communicate openly, honestly and effectively. We have your best interest and career in our hands, and we promise to treat your career as we would our own. Remember, we are a reflection of each other.

Effective Communication:

You have to maintain clear and consistent communication. You must be able to accept transparent discussions about your career plans. You have to be approachable because this is the key to building trust and ensuring a smooth working relationship.

Conflict Resolution

Inevitably, conflicts may arise. We promise to address issues promptly and professionally. We will provide you with active listening, remain neutral, and work collaboratively to find solutions that benefit your career.

- You are expected to keep all conflicts confidential and off social media
- You are expected to work with KJP to resolve all conflicts
- You are expected to be respectful at all times
- We will ensure your safety and respect at each event

3. Career Development

We will identify and nurture all your talents

We will learn your strengths and areas for improvement. We will provide opportunities for you to hone in on your skills and expand your repertoire.

Setting Short-term and Long-term Goals

We will work with you to set achievable goals. Short-term goals might include completing an album, while long-term goals could involve international tours, KJP events and award ceremonies.

- Goal meetings for Spicemas are held in January

Skill Development and Training

You must continually develop your craft. This may involve vocal coaching, songwriting workshops, or learning new instruments.

- Learn how to conduct interviews
- Understand what to wear during interviews and events
- Learning how to handle the interviewer
- We provide the questions that will be asked during interview

4. Music Production and Release

Overseeing Music Production

We will coordinate with producers, engineers, and other professionals to ensure high-quality recordings. You are expected to be involved throughout the process to align the final product with the vision.

- Build De Vibes is one of our top producers to work with

Managing Recording Sessions

We will plan and organize your recording sessions. We will ensure all necessary resources are available and manage your schedule to maximize productivity.

- Kimmy Jenkins Productions will not be able to attend each recording session with you therefore recording sessions we be completed with KJP staff via a video platform.

Distribution Strategies

We will distribute your music via digital platforms, physical copies (flash drive), or a combination of both. We will plan the release dates of your music to optimize visibility and impact.

5. Marketing and Promotion

Creating a Brand

We will assist you in developing your unique brand. Your brand must reflect your identity and resonate with your audience. Your brand should include positive visual aesthetics, positive messaging, and overall positive image.

Social Media Strategies

You will follow and interact with all KJP's social media platforms. You will utilize social media to engage with fans, promote your releases, and build a community. Consistent and authentic content is key to maintaining a strong online presence.

- You will not take part in any sexual or derogatory content; you are a reflection of KJP
- You will use language that is appropriate and respectful to others
- There will be no use of sexual innuendo's in your speech and content

Press Releases and Media Outreach

We expect you to assist in writing a compelling biography and build relationships with media outlets to have successful interviews. Successful interviews can significantly boost your profile.

Organizing Promotional Events

You will assist with the planning and execution of your music launch, listening parties, and meet-and-greets. These events help create buzz and deepen fan engagement.

6. Live Performances

Bookings and Tours

We will secure performance opportunities that align with your goals. This includes local events, national tours, and international appearances.

- You are expected to apply and obtain the documents needed for travel

Preparing for Live Shows

We will ensure that you are well-prepared for live performances. This involves rehearsals, setlist planning, and addressing technical requirements.

Managing Tour Logistics

We will oversee all logistical aspects of touring, including travel arrangements, accommodations, and venue coordination.

7. Financial Management

Budgeting and Financial Planning

We will assist you in creating and managing budgets for all aspects of your career. This includes recording costs, promotional expenses, and tour budgets.

- You will assist in creating fundraiser events to bring income to pay for your music

Contract Negotiation

We will negotiate contracts with promoters, and other music professionals. We will ensure your interests are protected and you receive fair compensation.

- You will be protected by Juspro Attorneys At Law

Royalties and Revenue Streams

We will manage various revenue streams, including royalties, merchandise sales, and performance fees. We will ensure you receive all payments owed to you.

- DJ's must be paid for playing for you at any event
- Our DJ's are: Johnboy, Fluffy to name a few

8. Legal Matters

Understanding Music Contracts

You must familiarize yourself with the different types of music contracts, such as recording, publishing, and management agreements.

- Any breach you will be protected by our Attorneys

Intellectual Property Rights

We will protect your intellectual property, including copyrights and trademarks. We will ensure all works are properly registered and legally safeguarded.

- BMI- ASCAP
- Copyrights
 - You will make 3 copies of your property, you will mail a copy to KJP, and two copies to yourself. This will become your copyright. You are not to open these packages ever. If you ever run into a copyright dispute, you will take the package sealed to our attorney, and he will handle the package. Please store your property away safely. KJP will also keep a sealed copy for you.

Working with Legal Advisors

We want you to have a good relationship with Attorney David Edmund, who is a legal advisor that specializes in entertainment law. His expertise is invaluable in navigating the complexities of the music industry.

9. Networking

Building Industry Connections

You are expected to cultivate relationships with music industry professionals, including producers, label executives, and media contacts. Networking opens doors to new opportunities.

- You must respect your fellow Artiste at all times
- You will display good sportsmanship even when disappointed
- Understand judges' decisions are final

Collaborations and Features

We will work with you to identify potential collaborators who can complement your style and broaden your reach. Music features with other artists can expand your audience.

Attending Industry Events

We expect you to participate in music conferences, festivals, and other music industry events. These gatherings are excellent opportunities for learning, networking, and showcasing your talents.

10. Crisis Management

Handling Public Relations Crises

We work with Kimron Corion in the event of a public emergency. In the event of a potential crises he will develop a crisis management plan and address issues swiftly and transparently to maintain your reputation.

Maintaining Reputation

We will consistently monitor public perception and address any negative feedback constructively. A positive reputation is crucial for long-term success in the music industry

Dealing with Personal Issues

We will support you through personal challenges. We will be providing resources such as counseling or mentorship that can help you navigate difficult times confidentially.

- We have contracted with a licensed counselor and a psychologist
- You will pay them privately for each session until you have completed
- Dr. Spencer is the psychologist
- Mr. Mungo is our licensed counselor

11. Continual Learning

Keeping Up with Industry Trends

We will keep you informed about the latest trends and changes in the music industry. This knowledge helps you make informed decisions and keep you relevant.

Professional Development

You must sign up for ongoing education and training in areas such as contract reading, lyric writing and music production. This continuous learning benefits the success of your music career.

Resources for Further Learning

We will provide you with resources such as books, online courses, and industry publications to deepen your understanding and skills as a music Artiste.

We also expect from our Artiste:

- Create fun contest to push your music and engage fans
- Create fundraisers to fund your music
- You will attend all book/free events under contract
- You will attend all scheduled interviews
- You will notify KJP if you have an emergency and are unable to attend a scheduled event/interview
 - Emergency must be a true emergency
 - Missing events/interviews can tarnish your reputation and relationships with the public and we must avoid this at all costs
- Interact and network with positive social media influencers
- Interact with all of KJP social media platforms
- Promote your fellow KJP brothers and sisters' work
- Be sure to put KJP watermark or logo on all your creations
- Copyright all your music, riddims, and lyrics- EX: copyright.gov, certified mailing
- Purchase exclusive riddims
- We will register your music/lyrics on a music monitoring platform for royalties-Ex:BMI, ASCAP
- You will have a contract for DJ's to play your music for a fee.
 - We will negotiate with the DJ's on a suitable price
- You will pay Kimmy Jenkins Productions 30% from each of your performances
- You will pay Kimmy Jenkins Productions 30% of all monies received from entering each level of competitions
 - Throughout the year KJP will be emailing, networking, and pushing your music career.
 - We will put money upfront for your success: Ex: paying for your costumes, riddims, clothes, photoshoots, visa, passport, lodging, plane tickets music, video, drops to be sponsored on a social media platform, all monies must be returned to Kimmy Jenkins productions
 - Always keep in mind our goal is your success and we will help you attain that but if we put up money for you upfront it must be paid back
- At no time will you enter into a financial contract without the knowledge and consent of KJP.
- All contracts that you enter must be in writing
 - All music, lyrics, performances must be in writing and signed
 - All inquired quotes will be in writing- invoice

- You will direct all music request to your manager
 - You will not discuss any music request- including with family
 - Your managers are your voice
 - Routing all calls to your manager will also avoid people from taking advantage of you
 - Understand that family and friends will tell you that you are moving different but understand that you have a personal goal to attain and only you can achieve it
- Everything you do represents your brand and KJP's brand
 - You will speak using respectable language
 - You will not speak when you are angry to the public
 - Public relations will assist you if any issues arise- you are not permitted to speak on the topic.
 - You will not engage in in sexual or derogatory language, or behavior
 - You will keep your social media updated with a music post and video at least once per week. You have to make a post to keep your fans engaged to even include fun contests.
- DJ's are expected to be paid at the end of each performance
 - We will not owe DJ's any money for their services
 - We will negotiate DJ pricing
- You will have an Artiste page on the Kimmy Jenkins productions website that you must keep current
- All your music must have a music video to accompany the song
 - Fans enjoying seeing visuals to relate to the music theme
- Competition: Your visuals must relate to the theme of the song
 - Your costume will relate to the theme of the song
 - You will learn how to build confidence on stage
 - You will watch videos and discuss improvements
 - You will learn how to use the whole stage to your advantage
 - You will practice at least 3 or more times per week with KJP
 - You are expected to have your costumes completed two months prior to competition
 - You are expected to have 3 dress rehearsals one month prior to competition
 - What you practice is what will be done on stage
- You will keep up to date with photos of yourself for the use of visual graphics
 - You are expected to update photos every 2 months
 - You can update photos using a personal device
- You will download the calendar that will provide your performance schedule
- You will be CC'd on all emails sent out on your behalf
- Please ensure that you have a respectful email domain name
- You will write a detailed Artiste bio
- Your bio will also be placed on the website
- We expect you to locate and apply for grants to fund your career

- We will apply for your most popular songs to be used in movies or other televised programs
- You will be treated with the upmost respect at each event you attend, if at any time you feel disrespected, we grant immediate permission to leave.
- We grant immediate permission to leave an event if you ever feel that your safety is compromised
- You are not permitted to break the Kimmy Jenkins Productions Contract
- For the year that you are under contract, you are permitted to follow all the fee agreements in this contract until your year is up.
- Any breach of this contract will result in a lawsuit
- You are free not to reenter this contract once your contract date is up.
- Contracts are renewed yearly
- You must make all payments to our Ariza account number 63780
- You must purchase Artiste business cards for networking purposes
 - You are expected to give out your business card during all opportunities

Kimmy Jenkins Productions Breathing Techniques

- **Please incorporate swimming into your weekly activities. (Swimming expands your lung capacity).**
- **Do a lot of Humming**
- **No smoking**
- **No inhalation of strong cleaning products, car products,**
- **Eat a balance meal, no sweets, no snacks- Eat lots of green veggies**
- **Exercise, running, swimming, jogging**
- **Rest your voice- save your air**

Breathing is The Fuel for Singing

The tone we produce when we sing rests on a cushion of air; thus, the breath is the fuel for the sounds we produce. The more control you have over the air flow, the more control you will have over your singing on the Monarch stage and your performances. One can see, then, how important it is to supply the fuel properly. **The upper airway needs to be open and relaxed.** [See

Illustration #1]

Breathing is movement – movement of air, movement of muscles and organs, movement of energy. A healthy voice means **free movement of air and all the muscles** involved in breathing, and free movement of the vocal folds.

Imagine a kite flying high in the air. When the airflow is consistent, the kite will fly smoothly and steadily on top of the air current. When the airflow is inconsistent, the kite will bob and dive with no rhyme or reason. Your singing tone is much like that kite. If you provide a strong steady airflow, your vocal tone will have the opportunity to ride strongly and smoothly to our ears. If your airflow is uncontrolled and inconsistent, your voice will break and waiver.

Breathing for Singing: The Distinction

What makes breathing for singing different from other breathing is the **action of the rib cage**. In normal breathing, the rib cage expands to bring in oxygen, then collapses or lowers as the breath is used. In singing, we want to create a feeling of firm support for the lungs so that as we use the air, **the rib cage does not collapse**. It is a feeling of nonviolent resistance keeping the rib cage high and wide and not allowing the ribs to drop into the waistline. The Artiste must learn to inhale quicker and exhale slower than in normal reflexive breathing.

Here's a simple exercise to discover the muscles and organs involved with breathing as an Artiste:

- Sit in a chair with your feet flat on the floor.
- [Lean over and rest your forearms across your knees, relaxing your head, neck and body.](#)
- Inhale slowly and deeply through your nose.
- Feel your back and stomach expand; relax into your lap, while you are expanding your lower abdomen.
- Exhale slowly through your mouth and gently pull your tummy away from thighs, lifting your abdomen in.
- Let the chest stay relatively still.

Repeat as many times as you like. Recommended: try nine times as a start. Each time you repeat, move a little toward sitting upright, continuing to breathe, expanding your abdomen and ribs.

Abdominal Muscle and Breath Support

While keeping the rib cage high and wide (think: *wide to the sides*), we use the abdominal muscles for support. As we sing, the diaphragm gradually lifts, pushing air up and out of the lungs as the tone is produced. Because the rib cage is kept high and wide, the diaphragm will lift gradually and we have better control of the breath. [See Illustration # 2]

Think of your rib cage as an accordion, keeping it expanded, rather than squeezed together.

Exercises to Develop Strength in the Breathing Muscles

As you do these exercises, remember to keep the chest (rib cage) high and wide, with no tension. Notice that the basic breathing and posture principles apply to all exercises.

Exercise

1. Begin with a standing singer's posture, holding the chest high and wide.
2. Inhale through the nose as you expand the rib cage and lungs to capacity.
3. Release any tension in the chest or shoulder area. Now exhale, using a hissing sound like air escaping from a tire, as you count slowly from one to eight.
4. Resist the inclination to allow the rib cage to collapse while exhaling.

Note that the danger in this exercise is tension and overexertion. It is easy to become tense about not allowing the rib cage to collapse. Remain conscious of keeping free of tension, constriction and tightness in the shoulders and chest.

Repeat a few times each day, gradually increasing the amount of time you hold the breath until you can **hold it for a full minute** without tension. You can do this exercise while driving, working, etc.

Exercise

- Inhale through the nose as you expand the rib cage and lungs to capacity.
- To let the breath out, count aloud extremely slowly from one to six (no faster than one number per second), with much openness and resonance in the voice, constantly feeding the tone a great deal of warm air.
- To keep the chest high and wide, think of expanding the rib cage again as you speak each number.
- Your full breath should be used up when you finish speaking the number six. Now take another full breath and begin again. As your breathe control grows, increase the count to 8, 10, 12, and so forth (remembering to keep the same slow tempo or speed).

Exercise:

- To remind yourself of the proper muscular feeling when keeping the rib cage high and wide (nonviolent support), first place your right hand just below your breastbone, so you feel the inverted V of your rib cage (epigastrium/sternum).
- Make a **fist with your one hand**; place it against your mouth **and blow gently on the fist**, not allowing any air to escape.
- Be aware of your rib expansion and the firmness of your sternum area.
- Repeat this often until the sensations are committed to memory.

Exercise :

- To strengthen the abdominal muscles, hold the chest high and wide, inhale through the nose as you expand the rib cage and lungs to capacity.
- Now sing the following exercise, thinking about the support and control provided by the diaphragm as it slowly rises, while the chest stays high, wide and quiet. Begin on a comfortable note in your range

and sing up and then down the scale, making each note staccato and using the following sounds and notes.

Go up by half steps with each repeat.



To Recap, Breathing is the Fuel for Singing

- Assuming that the upper chest is wide and the shoulders are level, neither the shoulders nor the upper chest should rise as air comes into the lungs.
- Expansion ultimately will be felt in the lower rib cage and the back. The abdominal area visibly expands during inhalation.
- Inhalation should be silent, with no audible sound upon breath intake.
- During exhalation or singing, the lower abdominal muscles lift upward and inward, lifting the abdominal bulk up against the diaphragm.
- While singing, the singer must resist the urge to let the rib cage contract and go down. The conscious maintenance of an expanded rib cage will aid the singer in developing a supported tone.
- The more you exercise your breathing, the more control you will have over your voice. With a little time and practice you will be a master of breathing control. Breathing correctly needs to be a habit, meaning you need to do it without thinking about it. So in the beginning you really want to concentrate on the proper technique.

Some Typical Language Used when Speaking of Breathing for Singing

- **Column of air:** A consistent source of air coming from the bottom of your lungs through the top of your head. Imagine a blow dryer pointing up from your diaphragm. A continuous column of air allows notes to be sung with the same excellent quality no matter where they fall in the singer's range.
- **Lifted phrase ending:** To have enough air at the end of the phrase to keep the tone fully supported and energized so as to not let the phrase just die out. To sing all phrases as if they were a question. In other words, we must be able to breathe through the last note.
- **Massage your vocal cords:** Visualize the air coming from the bottom of your lungs massaging your vocal cords and the sound will be smooth and relaxed. Tense muscles make tight, forced sound.

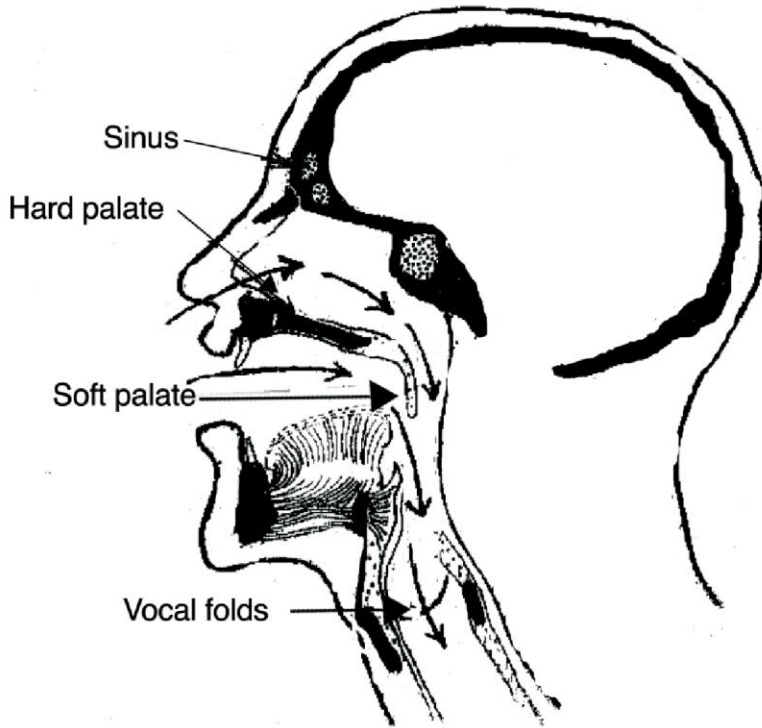
- **Energized breath:** A quick, deep breath that adds energy to the vocal line. Often called a “catch breath.”
- **Forward motion:** The feeling/sense that the vocal line is moving toward something in anticipation, making it interesting to listen to and keeping the tune from dragging. Proper breathing is critical to the success of forward motion.
- **3-D Breath:** Inhaling into the space all around you, in front, to the sides, in back. Establish the singing space inside your mouth and throat as you inhale.
- **Suspension:** The brief moment of pause after taking a breath and beginning the sound (phonation).

Some General Considerations

- Singers are vocal athletes and must learn to be expert breathers. One only sings as well as one breathes.
- A musical phrase is like a spoken sentence.
- The singer should mark breathing places on the music and memorize the breathing plan along with the words and notes. This includes the initial or preparatory breath at the start of the piece.
- Too few planned breaths can cause the music to lose its energy and to sound strained. It can also make it difficult for the congregation to sing along.
- Too many breaths make the music sound choppy and difficult for the listener to follow.

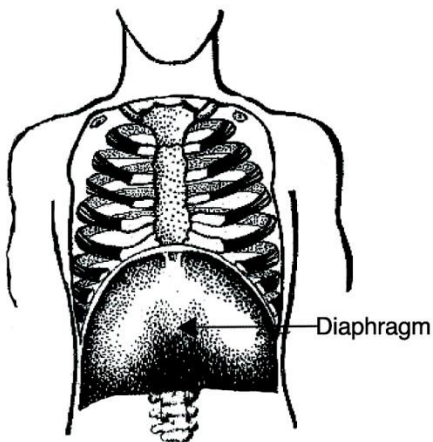
The Upper Airway

Arrows indicate flow of air through nose and mouth

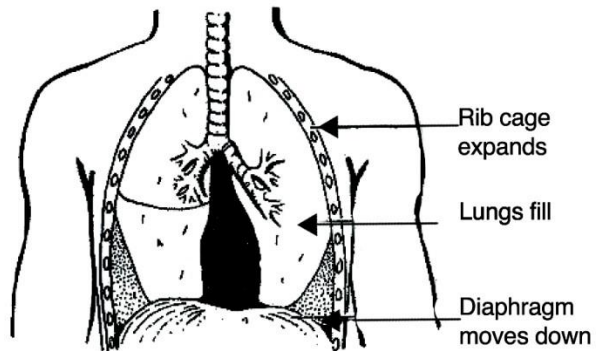


Ribs – Lungs – Diaphragm

a) At Rest



b) Positioned for Inhalation and Control



I hereby agree to abide by these rules for one year under Kimmy Jenkins Productions.

I _____ hereby agree to abide by all the written rules above without any intentional breach of this contract.

Signature: _____ Print: _____ Date: _____

Signature: _____ Print: _____ Date: _____

Signature: _____ Print: _____ Date: _____

Signature: _____ Print: _____ Date: _____