

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1591329 **Vendor Name:** Rockhouse Productions LLC

Check Details:

Check Number: 0346387 **Check Amount:** \$ 5,625.00 **Check Date:** 11/11/2025

Invoice Details:

Invoice Number: TR26-MIDTOWNDEP **Invoice Date:** 11/5/2025 **PO Number:** NULL **Voucher Number:** V0913372

Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form *(cont.)*

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



(O) 320.363.1000 / (F) 320.363.0722

ENGAGEMENT AGREEMENT

- 1) **AGREEMENT** made this 7th day of March 2025 between **ELLEN ROBERTS, VP OF ADMINISTRATION, COLLEGE OF DUPAGE / MCANINCH ARTS CENTER** (Herein referred to as Purchaser) and **KEN WIRTH / THE MIDTOWN MEN** (herein referred to as Artist) regarding the services of **THE MIDTOWN MEN** (Christian Hoff, Michael Longoria, Daniel Reichard & J. Robert Spencer).
 - a. **Venue:** McAninch Arts Center- Belushi Performance Hall
 - b. **Address:** 425 Fawell Blvd., Glen Ellyn, IL 60137
 - c. **Telephone:** 630-942-4000
- 2) **DATE(S) OF ENGAGEMENT:**
 - a. **Date(s):** Saturday December 13, 2025
 - b. **Showtime(s) / Length:** 7:30PM- ONE (1) NINETY (90) MINUTE PERFORMANCE W/ INTERMISSION
 - c. **Sound Check:** 4:00PM - ~~TBA - DOORS~~
- 3) **EVENT DESCRIPTION:** **FULL BAND PERFORMANCE- HOLIDAY HITS SHOW**
- 4) **GROSS COMPENSATION:** (In U.S. Dollars) **\$22,500.00 GUARANTEE + \$500 INTERNAL BUYOUT (Offer Page 4)**
 - a. Contract price shall include all commissions.
 - b. Gross compensation to ARTIST is to be paid as follows: **ASAP upon full contract execution**
DEPOSIT of \$5,625.00 (25%) due with fully executed contract or no less than 60 days prior to event.
Payable to Rockhouse Productions, LLC - Fed ID#: 61-1501622
BALANCE of \$17,375.00 to be paid in check, cash, money order or cashiers check at sound check day of show + ANY OVERAGES & BUYOUTS to be paid immediately following performance. Payment via College check or ACH [see MAC Rider #5]
Final balance to be paid to The Midtown Men, LLC FID#: 90-0539051
 - c. **TICKET PRICES:** 40 @ \$72, 600 @ \$67 and 170 @ \$62 + 10 Artist and 10 venue Comps
 - d. **CAPACITY:** 780 Without Pit & 822 with Pit seating **10 Total Comps [see MAC Rider #17]**
 - e. **GROSS POTENTIAL:**
- 5) **OTHER CONSIDERATIONS:**
 - a. An ARTIST RIDER will be attached to and considered fully part of this contract. Any changes to ARTIST rider must be submitted to and approved in writing by Rockhouse Productions, LLC.
 - b. **SPECIAL PROVISIONS:** Purchaser to provide sound, lights, video, staging & risers, **\$500 internal transportation Buyout, TWO (2) LOCAL HORN PLAYERS AS PER ARTIST RIDER (**Please call Thomas Cabot/ Road manager prior to hiring)** and hotel accommodations to be mutually agreed upon with Tour Manager - TBD as follows... **12 total hotel rooms for ONE (1) night at Lisle Hilton.** A full rooming list will be provided a minimum of 30 days prior to show as per ARTIST rider. All ARTIST hospitality as per attached ARTIST rider, to include hot meal for 13 people or meal buyout and dressing room catering.
 - c. **Merchandise:** 20% if Artist Sells and 30 % in Venue Sells.
 - d. **Meet & Greet:** **TBD- 3 press interviews, phone-ins are acceptable, + Post-show meet & greet or VIP meet & greet**
 - e. **Radius Clause:** 35 miles & 90 days prior to and 30 days following of performance date
 - f. **Production Contact:** Joseph Hopper/ hopper@cod.edu / 630.942.2913
 - g. **Advance Contact:** Diana Martinez/ martinezd59@cod.edu / 630-942-3007
 - h. **Marketing Contact:** Niki Morrison/ nikim@carolfoxassociates.com
 - i. **Box Office Contact:** Julie Elges/ elgesj@cod.edu
 - j. **Show to be billed as "The Midtown Men - Stars from the Original Broadway Cast of Jersey Boys". Please see "ADDENDUM A" & rider for specific marketing requirements / instructions.**
- 6) We acknowledge and confirm that we have read and approved the terms and conditions set forth in this contract.

Signed by:

Ellen Roberts

Signature of Purchaser:

Date: 11/5/2025

Purchaser's Name:

ELLEN ROBERTS, VP of Administration, College of DuPage

Address:

425 Fawell Blvd., Glen Ellyn, IL 60137

Signature of Artist:

Ken Wirth

Date: 9/23/25

Artist's Name:

Ken Wirth / The Midtown Men

Artist Management:

Jeff Vee / Rockhouse Productions, LLC

Address:

PO Box 757 / St. Joseph, MN. 56374

Phone:

320.493.9343 / fax: 320.363.0722 / jeffvee@rockhousepro.com

Rockhouse Productions, LLC * PO Box 757 * St. Joseph, MN 56374 * USA

Tel: (320) 363-1000 Fax: (320) 363-0722

ENGAGEMENT AGREEMENT pg. 2

BE IT FURTHER AGREED ADDITIONAL PROVISIONS MADE PART OF THIS CONTRACT
ALL ATTACHED RIDERS ARE PART OF THIS CONTRACT

7. In the event performance is prevented, rendered impossible or unfeasible by any act or regulation of any public authority or bureau, civil tumult, strike, epidemic, interruption in or delay of transportation services, war conditions or emergencies or any cause beyond the control of Artist's, it is understood and agreed that there shall be no claim for damages by either party to this contract and Artist's obligation as to such performances shall be deemed waived. In the event of such non-performance for any of the reasons stated in this paragraph, ARTIST will retain (or be paid) the deposit and binder money only (50% of gross compensation as defined in paragraph 4). In the event the engagement is cancelled on day of show for any reason beyond artist control, ARTIST will be paid in full provided he/she is ready, willing and able to perform.
If ARTIST cancels the engagement for any reason other than an Act of God, ARTIST agrees to refund any and all deposits less purchased plane tickets. ARTIST will make every effort to reschedule the engagement at original agreed terms and fees. [See MAC Rider #10]
8. INSURANCE: PURCHASER shall provide the following insurance coverage, A policy of public liability and property damage insurance with limits of not less than One Million Dollars (\$1,000,000.00) per event or Three Million Dollars (\$3,000,000.00) General aggregate to protect against injuries to persons or property; as a result of the installation and / or operation of the equipment provided by ARTIST.
9. INDEMNITY: ~~PURCHASER~~ **Both parties** shall indemnify and hold the Artist/Producer their directors, officers, vendors and employees harmless from any and all losses, damages, costs and expenses or claims raised in relation to the services performed herein.
10. LIQUID DAMAGES: In the event Purchaser cancels the engagement at any time before or after making the deposit specified on Page One, Paragraph 4, Purchaser shall nevertheless pay Artist the balance of the minimum guarantee specified on Page One, Paragraph 4 as liquidated damages and Purchaser shall by such payment be relieved of further liability for such cancellation. Failure of Purchaser to pay said amount within seven (7) days of such cancellation shall entitle Artist to sue, not only for the balance of such minimum guarantee, but also for such other relief and damages as are appropriate under the circumstances.
11. The names and number of ARTIST band and crew may change without notice. ~~PURCHASER shall pay all costs of any additional musicians that may be required by ARTIST.~~
12. If, due to unforeseen circumstances or due to major TV, Broadway or industry opportunity any of the four principal cast members (as outlined on page 1, paragraph 1) is unable to perform. The Midtown Men reserve the right to replace these principals with another former Jersey Boys cast members at no additional cost to the purchaser. In the event of this circumstance all other points in this contract will remain fully in effect.
13. If, on or before the date of any scheduled performance, Purchaser has failed, neglected or refused to perform any contract with any other performer for any earlier engagement, or if the financial standing or credit of Purchaser has been impaired or is unsatisfactory, Artist shall have the right to demand the payment forthwith, Artist shall have the right to cancel this engagement by notice to Purchaser to that effect, and in such event, Artist shall retain any amounts theretofore paid to Artist by Purchaser, and the liquid damages provisions described in Paragraph 8 above shall also apply to the cancelled engagement.
14. IT IS EXPRESSLY AGREED THAT ROCKHOUSE PRODUCTIONS, LLC ACTS HEREIN AS AGENT FOR ARTIST OR PURCHASER. IN FURTHERANCE THEREOF AND FOR THE BENEFIT OF ROCKHOUSE PRODUCTIONS, LLC IT IS AGREED THAT NEITHER PURCHASER NOR ARTIST WILL NAME OR JOIN ROCKHOUSE PRODUCTIONS, LLC, AS A PARTY IN ANY CIVIL ACTION OR SUIT ARISING OUT OF, IN CONNECTION WITH OR RELATED TO ANY ACTS OF COMMISSION OR OMISSION PURSUANT TO THIS AGREEMENT BY EITHER PURCHASER OR ARTIST.
15. If Purchaser engages the Artist for a future performance within twelve months of the actual performance engagement date on this contract, without utilizing ROCKHOUSE PRODUCTIONS, LLC as the agency, then the Artist and/or the Purchaser shall be liable to pay ROCKHOUSE PRODUCTIONS, LLC. Ten percent (10%) of the gross contract price paid to Artist by Purchaser.
16. ARBITRATION OF CONTROVERSIES: The courts of the state of ~~New York~~ **Illinois** shall have exclusive jurisdiction over any and all controversies or claims arising out of or relating to this contract or the breach thereof. Purchaser hereby designates the Secretary of State, State of ~~New York~~ **Illinois** as its agent for service or process. In the event that Artist or Agent must resort to litigation to enforce this agreement, all reasonable costs of collection, including reasonable attorney's fees, court costs and related litigation costs shall be payable by Purchaser. **See MAC Rider #11**
17. This contract cannot be assigned or transferred without the written consent of ROCKHOUSE PRODUCTIONS, LLC. It contains the complete understanding of the parties hereto and may not be amended, supplemented, varied or discharged, except by an instrument in writing. This contract is not binding upon the parties until executed and delivered by Artist or his designee to Purchaser. The terms "Artist" and "Purchaser" as used herein shall include and apply to the singular and the plural and to all genders.
18. No performance on the engagement shall be recorded, reproduced or transmitted from the place of performance, in any manner or by any means whatsoever, in the absence of a specific written agreement with ROCKHOUSE PRODUCTIONS, LLC relating to and permitting such recording, reproduction or transmission. Any radio or TV appearances in conjunction with this contract must have prior approval by Artist and inserted in contract.
19. If this contract covers dates to be played in one of the Canadian Provinces, contract valid only when it is accompanied by completed "Application For The Entry of Entertainers" form supplied by the Canadian Government.
20. If any of the provisions hereof are determined to be void by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect.
21. Receipt of this contract by Purchaser and commencement of the engagement shall be deemed acceptance by Purchaser of all terms and conditions herein, regardless of Purchaser's failure to sign and return this contract.

Rockhouse Productions, LLC * PO Box 757 * St. Joseph, MN 56374 * USA

Tel: (320) 363-1000 Fax: (320) 363-0722



(O) 320.363.1000 / (F) 320.363.0722

ENGAGEMENT AGREEMENT pg. 3
ADDENDUM A

BILLING ADVERTISING:

PURCHASER understands that the name of this event is "**THE MIDTOWN MEN – STARS FROM THE ORIGINAL BROADWAY CAST OF JERSEY BOYS**" and must be billed and advertised as such, as specified in this agreement. To appear in all print, internet and marquee advertising as follows....

THE MIDTOWN MEN (100% FONT SIZE)
STARS FROM THE ORIGINAL BROADWAY CAST OF JERSEY BOYS (40% FONT SIZE)

Our performers were indeed members of the ORIGINAL Broadway cast of "Jersey Boys", but are not currently in or associated with the show and will not be performing a stage version thereof. Therefore, any non-approved billing or advertising may result in public confusion and may violate the rights of the "Jersey Boys" producers and trademark owners, for which we cannot and will not be liable. Please see the attached rider for further details. All marketing materials must be provided by Jeff Vee / Rockhouse Productions, LLC or Ken Wirth / The Midtown Men, LLC.

Disclaimer:

PURCHASER agrees that if, in any online or print (i.e. paper media such as posters, brochures, newspapers and magazines) advertising or promotion for any of the MIDTOWN MEN GROUP PERFORMANCES, they refer to JERSEY BOYS in any tagline, subtitle, or principal advertising, they will include a single disclaimer stating that the performance is...

"Not A Performance Of, Not Affiliated With the Show Jersey Boys."

Approved marketing materials can be found at: <http://www.themidtownmen.com/admat/>

Signed by:

Ellen Roberts

AGREED BY:

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DATE:

11/5/2025

THE MIDTOWN MEN

STARS FROM THE ORIGINAL BROADWAY CAST OF JERSEY BOYS

Performance Rider - rev10/01/23 - JH

Contact Information:

THE MIDTOWN MEN, LLC.

Fed ID#: 90-0539051

67 HOLLY HILL LANE
SUITE 200
GREENWICH, CT 06830

Booking Management:

Jeff Vee

ROCKHOUSE PRODUCTIONS, LLC

Booking@TheMidtownMen.com

320.493.9343

Business Manager:

Ken Wirth

Ken@TheMidtownMen.com

203.984.8400

Production/Tour Manager:

Jann Eric Hoff

Jann@TheMidtownMen.com

858.342.9545

Publicity/Tour PR:

Jeff Vee

PR@TheMidtownMen.com

320.493.9343

*** PLEASE INITIAL EACH PAGE OF THIS RIDER AND SIGN WHERE INDICATED ***

PRESENTER, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Venue: Technical Director or Production Manager:

(NAME) Joe Hopper PH: (630) 942-2913 CELL: (630) 484-5012

(EMAIL) hopper@cod.edu

Signed by:

Ellen Roberts

AGREED BY:

DATE:

11/5/2025

Initial 10/01/23

THE MIDTOWN MEN

ADVERTISING & MEDIA ADDENDUM

BILLING ADVERTISING:

PURCHASER understands that the name of this event is **"THE MIDTOWN MEN – STARS FROM THE ORIGINAL BROADWAY CAST OF JERSEY BOYS"** and must be billed and advertised as such, as specified in the agreement. To appear in all print, internet, and marquee advertising as follows....

THE MIDTOWN MEN (100% FONT SIZE) **STARS FROM THE ORIGINAL BROADWAY CAST OF JERSEY BOYS (40% FONT SIZE)**

Some of our performers were indeed members of the ORIGINAL Broadway cast of "Jersey Boys", but are not currently in or associated with the show and will not be performing a stage version thereof. Therefore, any non-approved billing or advertising may result in public confusion and may violate the rights of the "Jersey Boys" producers and trademark owners, for which we cannot and will not be liable.

All marketing materials must be provided by and all finished ads must be approved by Jeff Vee / Rockhouse Productions, LLC prior to publication by emailing adproof@themidtownmen.com

Disclaimer:

PURCHASER agrees that if, in any online or print (i.e. paper media such as posters, brochures, newspapers, and magazines) advertising or promotion for any of the MIDTOWN MEN GROUP PERFORMANCES, they refer to JERSEY BOYS in any tagline, subtitle, or principal advertising, they will include a single disclaimer stating that the performance is...

"Not A Performance Of, Not Affiliated With the Show Jersey Boys."

Approved marketing materials can be found at:
<http://www.themidtownmen.com/admat/>

THE MIDTOWN MEN VIDEO USAGE:

We typically operate under a NO VIDEO ALLOWED policy. In rare cases, we will make exceptions to this rule. If such an exception has been made in writing, PURCHASER understands that all professional video captured of "THE MIDTOWN MEN" will be retained by "THE MIDTOWN MEN" and, upon approval, may only be used by PURCHASER for IN-HOUSE PROMOTIONAL purposes. **All video must be approved by Jeff Vee / Rockhouse Productions, LLC prior to ANY usage including, but not limited to social media.** News crews and other media outlets are permitted to film and air up to, but not more than, 30 seconds of the performance provided it airs "live" or at any time on the show date. Any footage recorded by media for use at a later date MUST be approved by Jeff Vee / Rockhouse Productions, LLC.

THE MIDTOWN MEN PHOTOGRAPHY POLICY:

All photo requests must be submitted to and approved by, Jeff Vee / Rockhouse Productions, LLC. in writing prior to the performance date. Authorized photographers will be allowed to discreetly shoot the first THREE (3) songs of the performance. NO FLASH PHOTOGRAPHY ALLOWED.

Signed by:

Ellen Roberts

AGREED BY:

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DATE: 11/5/2025

Initial _____ 10/01/23

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General Information

Touring Company:

THE MIDTOWN MEN travel with FOUR (4) principal singers, SEVEN (7) musicians, ONE (1) Tour Manager / Front Of House Engineer, and ONE (1) Stage Tech / Monitor Engineer as many as TWO (2) crew members depending on the engagement. The Tour Manager will provide the exact number in the entourage upon the advance of this engagement.

Running Time:

THE MIDTOWN MEN show is a 90-minute performance run without an intermission. In the event an intermission is requested the show will be performed in TWO (2) 45-minute halves. Intermissions are not to exceed TWENTY (20) minutes in length.

Accommodations:

PURCHASER to provide and pay for HOTEL ACCOMMODATIONS as follows: **ONE (1) night [per contract]**
A minimum of TWELVE (12) single rooms at a FOUR STAR HOTEL for ~~TWO (2)~~ nights will be required. The hotel should be within reasonable walking distance from the venue whenever possible. FOUR (4) rooms are to be in a Level 1 (Suite) room accommodation and the remaining EIGHT (08) rooms can be in a Level 2 (Standard) room accommodation. The rooms shall be available until the day after the performance with the ARTIST to comply with checkout times and hotel rules. The PURCHASER shall not be responsible for any incidental charges during the stay of the ARTIST.

Ground Transportation: **[\$500 internal buyout specified per the contract]**

~~PURCHASER shall, at his sole cost and expense, provide GROUND TRANSPORTATION for ARTIST'S entourage of TWELVE (12) people, plus luggage and instruments, etc. between airport, hotel, concert, venue, and return to the airport upon departure. If internal transportation is not possible, a buyout of \$500.00 per engagement will be required.~~

Runner:

PURCHASER to provide a vehicle and runner on show day. Discuss with TM on advance.

Dressing Rooms / Production Office:

PURCHASER shall provide THREE (3) comfortable and private DRESSING ROOMS. These rooms must be clean, dry, well lit, heated or air-conditioned. ARTIST dressing rooms should contain FOUR (4) comfortable chairs in each. Band room shall contain at least (SEVEN) 7 chairs. All rooms shall be equipped with a clothes rack and a mirror and shall be within easy access to clean and private lavatories supplied with soap, toilet tissue, and plenty of clean hand towels. PURCHASER shall provide a production office for ARTISTS tour personnel at the venue. The production office should have a desk or table with TWO (2) chairs and access to a working copy machine.

Towels:

PURCHASER shall provide TOWELS for ARTIST'S use in dressing rooms and on stage, 12 BLACK HAND TOWELS for the stage, and 12 WHITE or BLACK BATH TOWELS for the dressing rooms.

Wardrobe:

PURCHASER shall provide a seamstress/wardrobe assistant with a working steamer, iron, and ironing board to assist with wardrobe preparation and laundry as needed. Should be available upon arrival of ARTIST at soundcheck and will be released by tour manager upon completion of duties.

Signed by:

AGREED BY:

Ellen Roberts

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DATE: 11/5/2025

Initial _____ 10/01/23

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Security:

PURCHASER shall guarantee adequate SECURITY at all times to ensure the safety of the ARTIST'S personal instruments and personal property from the beginning of load-in to completion of load-out. During soundcheck, performance, and after the show, PURCHASER will have security backstage. PURCHASER is held responsible for the personal belongings and for the music equipment of the ARTIST. Security will be required to be present at any meet & greets and in the Merchandise area while ARTISTS are present.

Tickets:

TEN (10) [see MAC Rider # 17]

PURCHASER shall provide ARTIST with a minimum of ~~TWENTY (20)~~ tickets to each performance free of charge. TEN (10) to be best available, located in the center of the house between the 5th and 10th rows. ~~The remaining TEN (10) can be dispersed throughout the house and should be best available at the time of request by the Tour Manager.~~ NOTE: Tour Manager will release any unused ARTIST comps on the day of the show.

Merchandise:

ARTIST shall have the right to sell souvenir items including but not limited to, T-shirts, books, compact disks, cassette tapes, VHS tapes, DVD's and photographs on the premises of the place(s) of engagement without any participation in the proceeds by PURCHASER subject, however, to concessionaire's requirements, if any. In such a case, the ARTIST will pay a percentage not to exceed **20% if artist sells, and 30% if purchaser sells (per contract) on soft goods and 10% on recorded works (to include all media forms).** PURCHASER to provide and pay for ONE (1) person to assist in the setup, sales, and load-out of merchandise.

Meals / Hospitality:

HOSPITALITY: PURCHASER shall provide refreshments and meals in quantities sufficient for FOURTEEN (14) persons, Discuss with the Tour Manager what times this should be made available.

A HOT, HEALTHY, and balanced meal consisting of a LEAN PROTEIN (Chicken/Beef/Pork), TWO (2) sides such as RICE or ROASTED POTATOES along with GREEN SALAD and a DESSERT. Please send me a menu and we can discuss options. We also have a peanut allergy in the group.

On shows where a catered meal is not possible a meal buyout in the amount of \$520.00 per show day will be required. This fee will be prorated for multiple shows in one day. That fee will be determined upon advance. The buyout should be paid to the Tour Manager at soundcheck **via College Check or ACH, see MAC Rider #5 in CASH.**

BAND/ARTIST'S GREEN ROOM:

(The following hospitality to be provided upon ARTIST arrival regardless of catering buyout)

- 3 (THREE) cases of bottled water at room temperature (16.9oz bottles)**
 - MAIN GREENROOM FOOD ITEM: CHICKEN, CHICKEN SALAD, TURKEY WRAPS or SANDWICHES (PRE MADE)
 - ~ 1 (one) Assortment of Whole Fresh Fruit (Bananas, Apples, Oranges, Fresh Berries)
 - ~ 1 (one) Assorted Fresh Veggie Tray
 - ~ KIND Protein Bars - FRUIT & NUTS ONLY **(NO CHOCOLATE KIND BARS PLEASE)**
 - ~ RAW ORGANIC Almonds!
 - ~ ~~2 (two) bottles of quality white wine (Chardonnay)~~ [See MAC Rider #24]
 - ~ ~~1 (one) six pack of imported beer (Stella Artois)~~
 - ~ Coffee & Tea service for FOURTEEN (14) people. Please include, cream, sugar, honey & lemon.
- All plates, napkins, utensils, napkins, and cups (hot & cold) as needed.

Signed by:

Ellen Roberts

AGREED BY:

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DATE: 11/5/2025

Initial _____ 10/01/23

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Technical Information

Sound:

In the event that the PURCHASER / PRESENTER'S facility does not conform to the ARTIST'S minimal technical requirements, as outlined below, additional personnel and/or production may be required and is the sole responsibility of the PURCHASER / PRESENTER. If the facility does not conform to the show's minimum requirements, please notify the Tour Manager immediately. Please have all sound equipment including the house sound system and accessories (soundboards, microphones, speakers, cables, monitors, etc.) and all backline instruments and amplifiers present and fully operational no later than 5 hours before the scheduled event start time. ARTIST'S will arrive approx 7 hours before showtime.

Personnel:

PURCHASER shall provide and pay for the following personnel:

- 1) Front-of-house engineer with full working knowledge of the system (to assist our FOH engineer).
- 2) Monitor engineer with full working knowledge of monitor system (to assist our MON engineer).
- 3) Light Designer with full working knowledge of the light system.
- 4) Backline tech with full working knowledge of all backline.
- 5) TWO (2) Loaders to be available upon ARTIST arrival and following show. (May double as stage crew and spot ops if need be).
- 6) TWO (2) Stage crew to assist in hanging and removing ARTIST-provided stage banners as per Banner plot.
- 7) TWO (2) to FOUR (4) Spot ops.

Additional Musicians:

PURCHASER to provide and pay for the following musician(s):

- 1) ONE (1) Trombone player.
 - 2) ONE (1) Tenor Saxophone player that can double on Flute.
- Musicians must be able to sight-read charts.
 - Musicians should be available for TWO (2) hour soundcheck/rehearsal on the day of show. Time TBD.
 - Musicians will be provided with all rehearsal materials in advance of the show.
 - Show attire for local horns will be BLACK shoes, slacks, shirt & tie. (no coat needed)

HOTEL: If these additional musicians need lodging it will be up to the PRESENTER to provide.

Front of House:

PURCHASER must supply a professional sound system capable of producing a 20 Hz to 20 kHz frequency range at 100 dB SPL on the back row of the venue. LINE ARRAY system is preferred. FRONT FILLS are to be provided along the downstage lip on an AUX, please. In venues where there is a balcony, consideration must be given to ensure full and even coverage to all balcony seats. I would prefer that the subs be on an aux as well.

Digital Mixing Consoles (FOH & MONITORS): YAMAHA CL-QL, M7CL, DIGIDESIGN VENUE SERIES, or the MIDAS M32 consoles are required for both FOH & MON. Please discuss options with TOUR/PROD MGR - JANN ERIC HOFF at the advance. The consoles are to be for the sole use of The Midtown Men. Whenever possible, please provide an iPad and wireless connectivity for both MON and FOH when available.

Wireless (RF) Channels:

ARTIST does not carry any vocal mics. PURCHASER to provide FOUR (4) channels of SHURE ULX-D Wireless Microphones with BETA 58 capsules. PURCHASER must also provide ONE (1) handheld wireless channel (Shure Professional Wireless) to be used as an MC mic and show spare also with a BETA 58 capsule. The mics should all be tested and in excellent working condition before ARTIST'S arrival.

Signed by:

AGREED BY:

Ellen Roberts

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DATE: 11/5/2025

Initial _____ 10/01/23

[Signature]

Monitors Mixes:

PURCHASER to provide FOUR (4) channels of Sennheiser EW300 wireless IEM (or equivalent) wireless in-ear packs for the FOUR PRINCIPALS. The artists will bring their own earbuds. The band carries all their own wired packs and buds. Monitor World should be stage left where possible. FIFTEEN (15) separate mono monitor mixes are required. See the input list for the specific mixes.

Clear-Com:

Will be required between all tech positions. (FOH, Monitor, Video, Lighting, and spot ops).

Video:

PURCHASER to provide ONE (1) 9'x12' or larger (TBA) video screen hung upstage center behind the band with 5000 lumens (or greater) front or rear projection. Please discuss the video options at advance. We do not carry a screen or projector. The VIDEO connection location is preferred at FOH mix position – TBD on advance with TM. The screen should be in plain sight of all house seats. There IS audio as well from the MacBook via 1/8" jack that needs to get to FOH and MONITORS. We can output in 4:3 or 16:9 via VGA or HDMI from the MacBook that we carry.

Banners:

ARTIST carries SIX (6) decorative stage banners to be hung from upstage truss or open pipe equal to or upstage of the video screen. Up to SIX (6) banners will be used as needed to frame the video screen upstage center. We might use fewer banners depending on the width of the stage and video screen. We will determine this once we are onsite the day of the show. The banners are 4' wide by 12' high and about 6 pounds each.

Stage:

Minimum stage size must measure at least thirty-two feet (32') wide by twenty-four feet (24') deep, and be at least two feet (2') in height. There needs to be access to the stage from both stage left and stage right. **The stage surface must be smooth, free of holes or protrusions, and not have any cloth or fabric covering the surface of the stage. All risers/staging must be finished on the front and sides, using black skirting if necessary.**

Risers:

FOUR (4) 8'X8' risers to be placed on stage as per the attached stage plot. Preferred heights on the risers would be two 8x8s at 24" and two at 16". The DRUM riser should be carpeted and all risers should be skirted on the front and sides.

Lighting:

PURCHASER shall provide a lighting designer (LD) who will be available at soundcheck until the end of the event. PURCHASER shall provide a minimum of two (2) spotlights and two spotlight operators...FOUR (4) are preferred. PURCHASER shall provide a minimum of 80K of lighting (40k upstage, 40k downstage) with assorted colored gels of reds, blues, ambers, and whites. Each color should wash entire performance area. Lighting system to include...

- o EIGHT (8) Source Four (19° or 26°) or equivalent lighting focused as a special on each downstage mic position (TWO per - See Stage Plot).
- o SEVEN (7) Source Four (19° or 26°) to be focused on the four band risers.
- o SIX (6) LED fixtures to be placed on the floor, one below each stage banner as an uplight as per the attached banner plot.
- o FOUR TO SIX (4-6) moving lights. Hung midstage for max usage and effect.

We do not advance a specific lighting plot but the topic will be discussed during the advance with the setlist and show discussion at load in.

Signed by:

Ellen Roberts

AGREED BY:

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DATE: 11/5/2025

Initial *W*

10/01/23

Backline

**PURCHASER TO PROVIDE AND PAY FOR THE FOLLOWING BACKLINE EQUIPMENT:
(ALL BACKLINE SHOULD BE PLACED, POWERED AND READY 30 MINUTES PRIOR TO THE CREW ARRIVAL).**

Drums:

8' x 8' x 24" carpeted drum riser (skirted in black)

- DW Collector's Series or Performance Series, 12" Rack Toms 16" Floor Tom, and 22" Bass Drum.
- Snare: Ludwig Supraphonic or Black Beauty Snare 14" x 5"
- Hardware: 1 Hi-Hat stand: Iron Cobra or Pearl H1050, (4) boom cymbal stands, (1) Snare stand, (2) Pearl Eliminator Redline bass drum pedals (1 is spare). Roc N Soc Drum Throne (with cut outs).
- Cymbals: Zildjian K, or Zildjian A Custom – (2) 16" Crash, (1) 17" Crash, (1) 14" set of Hi-Hats, (1) 20" Ride.
- Drum Shield – Clear Plexiglas consisting of 5 panels 5'H x 2'W ea. with a finished size of 10'W x 5'H
- Heads: Remo Emperor Coated Snare and Toms, Aquarian Super-Kick on BD

Guitar Amp: (1)

- Fender Deluxe Reverb
- Guitar Amp Plexiglas (2-3 panel short 3'-4')
- ONE Guitar Stand

Bass Amp: (1)

- (1) Aguilar DB750 bass amplifier head (Ampeg STV PRO series head is an alternate choice)
- (1) Aguilar cabinet - either a GS410, DB410, DB412 (if no Aguilar cab is available an Ampeg cab is cool with an Aguilar head) – **NO 8X10 CABS PLEASE**
- ONE Guitar stand

Guitar & Bass: (1 ea)

- Spare - Fender Telecaster or Strat
- Spare - Fender 4 string jazz or precision bass (passive)

NOTE: Spare guitar and bass amps are encouraged but NOT required.

Keyboard: (1)

- ROLAND RD-700/800. **Any keyboard substitute must be cleared with the Tour Manager in advance.**
- TWO (2) COMPATIBLE SUSTAIN PEDALS MUST BE INCLUDED WITH THE KEYBOARD. One is a spare.
- Adjustable piano bench
- ONE (1) "X" Style keyboard stand.

Also be sure to include:

- Four (4) ¼-inch – ¼ - Inch Instrument Cables (25' Length)

Music Stands and Lights:

- Seven (7) Professional quality music stands to be used on stage. No folding stands!
- Seven (7) music stand lights appropriate for the stands provided. No battery-powered lights.

Black Stools:

- Seven (7) black wood bar stools to be used on stage. 4 for the main performers and 3 for the horn section on their riser.

Signed by:

Ellen Roberts

AGREED BY:

DATE: 11/5/2025

Initial W 10/01/23

THE MIDTOWN MEN – INPUT LIST

INPUT LIST				
INPUT	INSTRUMENT	MIC		NOTES
1	Kick Drum	SHURE BETA 52A or 91A		
2	Snare Drum (Top)	SM57/AUDIX i5		
3	Hi-Hat	SHURE SM81/KSM109		
4	Rack Tom	SENNHEISER E604		
5	Floor Tom	SENNHEISER E604		
6	open			
7	Overhead	SHURE SM81/KSM109		
8	Overhead	SHURE SM81/KSM109		
9	Bass	DI		
10	Guitar	OWN DI (NO MIC)		
11	Electric Piano - L	DI		
12	Electric Piano - R	DI		
13	Trombone	SM57/AUDIX i5		Full Boom Needed
14	Trumpet	SM57/AUDIX i5		Full Boom Needed
15	Sax	SM57/AUDIX i5		Full Boom Needed
16	Flute	SM81		Full Boom Needed
17	Stage R #1 Vox	SHURE ULXD/BETA58		Need Straight w/Round Bs
18	Right Center #2 Vox	SHURE ULXD/BETA58		Need Straight w/Round Bs
19	Left Center #3 Vox	SHURE ULXD/BETA58		Need Straight w/Round Bs
20	Stage L #4 Vox	SHURE ULXD/BETA58		Need Straight w/Round Bs
21	Spare Vox RF	SHURE ULXD/BETA58		
22	open			
23	AUDIO from VIDEO MAC	1/8" out of Mac Book	L	To Monitors & FOH
24	AUDIO from VIDEO MAC	1/8" out of Mac Book	R	To Monitors & FOH
25				
26				

15 Monitor Mixes

Mix 1. VOX 1 – IEM MONO
 Mix 2. VOX 2 – IEM MONO
 Mix 3. VOX 3 – IEM MONO
 Mix 4. VOX 4 – IEM MONO
 Mix 5. VOX 1 - WEDGE
 Mix 6. VOX 2 - WEDGE
 Mix 7. VOX 3 - WEDGE
 Mix 8. VOX 4 - WEDGE

Mix 9. GTR – IEM WIRED MONO
 Mix 10. BASS – IEM WIRED MONO
 Mix 11. DRUMS - IEM WIRED MONO
 Mix 12. TROMBONE - WEDGE
 Mix 13. TRUMPET - IEM WIRED MONO
 Mix 14. SAX - WEDGE
 Mix 15. KEYS – WEDGE

Signed by:

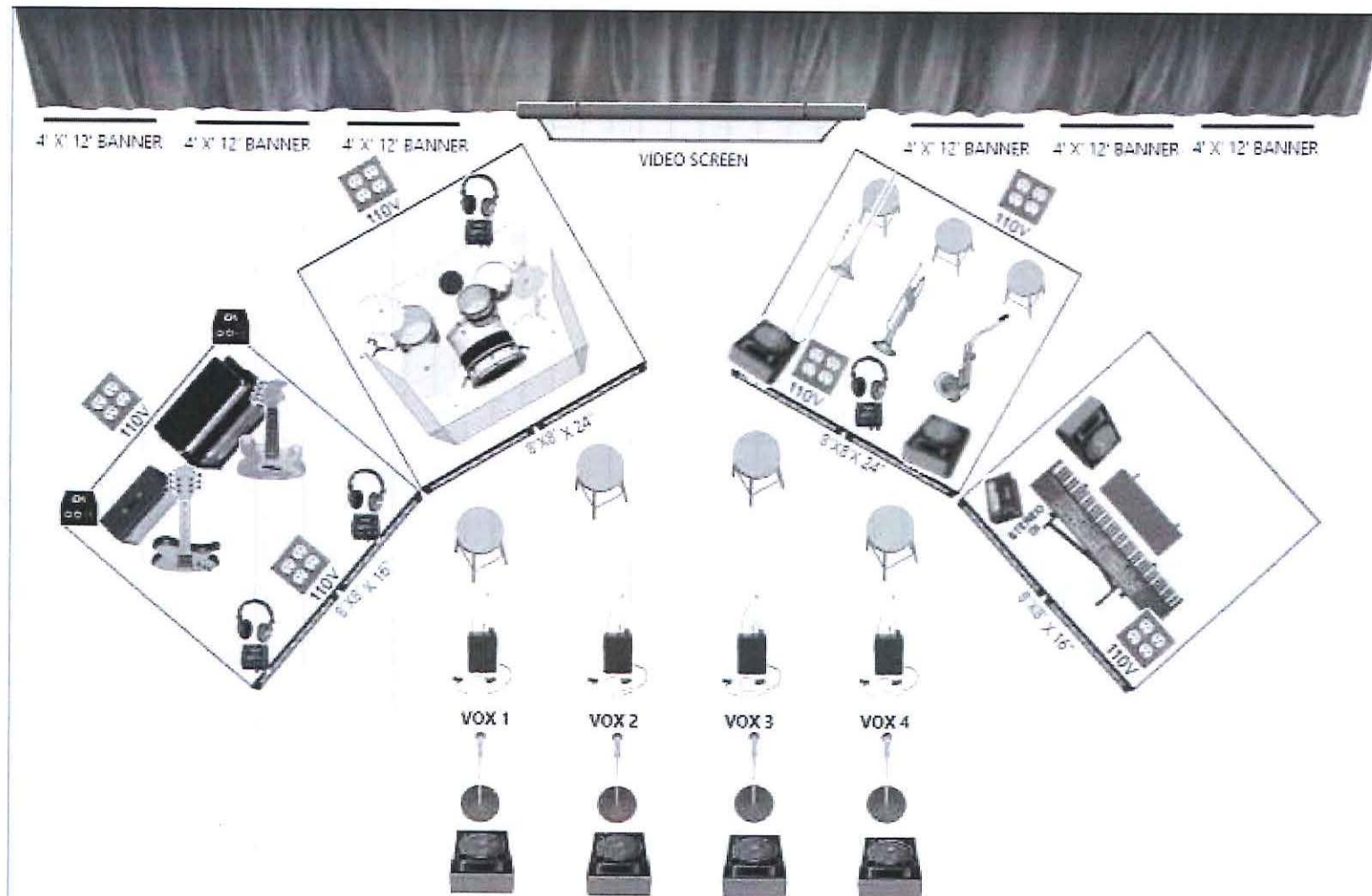
Ellen Roberts

AGREED BY:

DATE: 11/5/2025

Initial _____ 10/01/23

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THE MIDTOWN MEN - STAGE PLOT - 2018-19

-INPUT LIST-				
1. KICK	10. GUITAR	20. VOX 4	-15 MONITOR MIXES-	10. BASS - IEM (WIRED)
2. SNARE	11. KEYS - L	21. SPARE RF	1. VOX 1 - IEM	11. DRUMS - IEM (WIRED)
3. HAT	12. KEYS - R	22. open	2. VOX 2 - IEM	12. BONE - WEDGE
4. RACK	13. TROMBONE	23. AUDIO from VIDEO	3. VOX 3 - IEM	13. TRUMPET - IEM (WIRED)
5. FLOOR	14. TRUMPET	24. AUDIO from iPod L	4. VOX 4 - IEM	14. SAX - WEDGE
6. open	15. SAX	25. AUDIO from iPod R	5. VOX 1 - WEDGE	15. KEYS - WEDGE
7. OH - L	16. FLUTE		6. VOX 2 - WEDGE	
8. OH - R	17. VOX 1		7. VOX 3 - WEDGE	
9. BASS	18. VOX 2		8. VOX 4 - WEDGE	
	19. VOX 3		9. GUITAR - IEM (WIRED)	

DATE: **THE MIDTOWN MEN**

Page 9 of 10

AGREED BY: Initial *fr* 10/01/23

Signed by:

Ellen Roberts

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11/5/2025

Signed by:

Ellen Roberts

49066CF0BC3F425...

Date: 11/5/2025

[Signature]

Date: 9/23/25

Agreed To And Accepted By:
Buyer

Agreed To And Accepted By:
Artist or Artist's Representative

Signed by:

Ellen Roberts

49066CF0BC3F425...

AGREED BY:

DATE: 11/5/2025

Initial *[Signature]* 10/01/23

THE MIDTOWN MEN

**McAninch Arts Center at College of DuPage
CONTRACT / AGREEMENT RIDER**

This Rider, dated **July 1, 2025**, is hereby made a part of the attached contract/agreement between **College of DuPage, McAninch Arts Center** (herein known as PURCHASER) and **Ken Wirth/The Midtown Men** (herein known as ARTIST).

Relationship / Provisions

1. It is acknowledged that the relationship between the parties is that of independent contractors and in no event will the relationship between the parties hereto be interpreted or construed to be that of employer/employee or of principal/agent.
2. The provisions of the contract and riders that incorporate the Constitution, By-laws, Rules and Regulations of the American Federation of Musicians of the United States and Canada and any local thereof, including but not limited to adjudication of claims, controversy or differences involving services under this contract shall not be binding on the PURCHASER.
3. If someone signs this contract other than the ARTIST, the person signing for the ARTIST expressly warrants that he/she is authorized by the ARTIST to execute this contract for the ARTIST for this engagement at the time and place specified for this contract.
- 4a. This rider when attached to the contract/ agreement and agreed to by both parties becomes a binding addendum to the performance agreement.
- 4b. Contract confidentiality will be honored to fullest extent of the law possible taking into consideration FOIA rights and regulations of government institutions.
- 4c. In the event of a conflict of terms, those stipulations stated in this Rider (Contract Rider of the McAninch Arts Center at the College of DuPage) shall take precedence over and shall prevail over any printed, typed, or handwritten terms located elsewhere in the contract. It is understood that this agreement supersedes any Artist requirement in conflict with College of DuPage Policy.

Payment

5. Payment will be in the form of a College of DuPage check or ACH Payment.
6. Signed contracts and all attached riders must be returned to College of DuPage at least three (3) weeks prior to performance date to insure issuance of check by time of performance.
7. Due to the fact that PURCHASER is part of a Community College, deposits to ARTIST shall not exceed 25% of total fee, unless agreed upon in writing by both parties.

Insurance / Indemnity / Force Majeure / Cancellation

8. It is understood that ARTIST is self-employed and carries at ARTIST's cost and expense any insurance coverage, such as, Workers' Compensation, medical, property, liability and auto relative to the services being performed. ARTIST will provide PURCHASER with **Certificate of Insurance as soon as possible, naming College of DuPage as Certificate Holder, and including an Endorsement Page**. The Certificate of Insurance must provide evidence of liability coverage for CLIENT in amounts not less than \$1,000,000.00 combined single limit for bodily injury and property damage, with a \$2,000,000.00 general aggregate. ARTIST cannot perform without this Certificate of Insurance.
9. Neither party shall be liable for any failure or delay in performance of its obligations under this agreement if Performance becomes impossible or impracticable and is not within a party's control due to Act of God or "act of government" – any act or regulation on public spaces, of any public authority or bureau, civil tumult, strike, epidemic, interruption or travel bans, delay of transportation services, war conditions, emergencies, where an order by a government or a government agency in a country or state has prevented performance or invoked capacity restrictions on gatherings and businesses are imposed. The parties acknowledge and agree that the occurrence of Pandemic, including but not limited to COVID19, the H1N1 virus, or swine flu in an area in close proximity to the performance venue in and of itself is not deemed a Force Majeure Occurrence, unless the state or local government, or US Department of Health and Human Services declares an outbreak of the virus in the area in which the performance is scheduled to take place. Any other similar or dissimilar cause beyond the control of either Artist or Purchaser (each a "Force Majeure Occurrence") it is understood and agreed by the parties that there shall be no claim for damages by either party against the other and each party's obligations hereunder shall be deemed waived. Any deposit monies paid to Artist by Purchaser shall be refunded to Purchaser, or both parties will make every effort to reschedule the date within 18 months of the scheduled-date. Presenter will serve notice to the agency of the artists, or agent of the artist will serve notice to the presenter "as soon as possible". The Parties also acknowledge that this Force Majeure clause hereby supersedes and replaces in its entirety the Force Majeure clause(s) in any contract or rider for this engagement heretofore all other terms of the existing contract remain in full force and effect.
10. If for any reason, except due to an Act of God, this contract is cancelled by the ARTIST beyond the cancellation clause contained herein, then the ARTIST agrees to refund any and all deposits less purchased plane tickets. The ARTIST will make every effort to reschedule the engagement at original agreed terms and fees.

Choice of Law and Forum

11. The laws of the State of Illinois shall govern this agreement. The signatory of PURCHASER, in signing this contract and/or rider(s), warrants that he/she signs as a properly authorized representative of the institution and does not assume any personal liability for meeting the terms of the contract and/or rider(s).

Tech / Hospitality Rider

12. The ARTIST or ARTIST's representative will provide in writing to the PURCHASER a technical rider mutually agreed upon and attached to this contract/ agreement. It will include all technical requirements (sound, lighting, power, rigging, etc.) Any changes to this rider after signing must be mutually agreed upon and received by PURCHASER at least four (4) weeks prior to the engagement.
13. The PURCHASER must receive notification regarding changes to hospitality rider and travel itinerary and transportation details one (1) week prior to engagement to ensure PURCHASER can meet the ARTIST's needs.
14. The MAXIMUM sound pressure level (SPL) at the FOH mix position shall be 103 dB, C weighted. THIS IS STRICTLY ENFORCED.

Ticketing

15. The PURCHASER will provide ARTIST with ticket receipts and access to the box office only in the event of a negotiated ARTIST/PURCHASER box office receipt split. In the event of an inclusive fee agreement PURCHASER will not provide any of the aforementioned manifests or access but will provide at their discretion box office reports when requested by ARTIST.
16. Ticket policy, prices, fees, discounts, and the issuance of complimentary tickets shall be at the sole discretion of the PURCHASER.
17. The PURCHASER will provide ARTIST with 10 complimentary tickets for public performance in good locations to be determined by the PURCHASER. ARTIST must confirm or claim complimentary tickets one hour and thirty minutes prior to performance time or forfeit tickets back to PURCHASER for sale.

License / Permits

18. ARTIST agrees that all materials (i.e., music, literature, play scripts, poetry, lecture, comedy, etc.) to be performed at the College of DuPage are his/her/their own original work or works for which he/she/they have received written permission from the author to perform.
19. PURCHASER has a license agreement with BMI, ASCAP, GMR, and SESAC. ARTIST agrees to pay any and all other royalties (above and beyond the BMI, ASCAP, GMR, and SESAC blanket coverage of PURCHASER), if required, to be paid on copyrighted material, performance right fees, and/or music rental, if any, to insure that PURCHASER is held free from all such liabilities connected with the performance(s).
20. PURCHASER confirms that it is the sole responsible authority for the venue.
21. ARTIST further agrees to indemnify, defend and hold harmless PURCHASER, its trustees, employees, faculty, students and agents from and against any and all claims, actions, damages, liabilities and expenses in connection with any law suit or other legal action asserting that ARTIST's use of materials in any performance at or sanctioned by the College of DuPage was improper, illegal or violative of any copyright or trademark. This indemnity and hold harmless shall include indemnity against all costs, expenses, and liabilities, including attorney's fees, incurred by PURCHASER in connection with any claim or action hereunder.
22. WORK PERMITS AND VISAS. ARTIST shall provide and pay for all work visas or other permits as required by law or governmental agencies in order for ARTIST to perform the engagement. If ARTIST fails to secure required visas or permits, ARTIST agrees to refund any deposits made by PURCHASER.

Tobacco / Alcohol / Drug Clause

23. College of DuPage is a tobacco-free campus. Use of tobacco and tobacco-related products is prohibited on all College premises.
24. College of DuPage policy prohibits providing alcohol to any ARTIST(s) or ARTIST's staff, and prohibits the possession and consumption of alcohol, narcotics or drugs by ARTIST(s) or ARTIST's staff on campus.
25. If the ARTIST arrives at the performance site noticeably under the influence of intoxicating beverages, narcotics or drugs, the PURCHASER may cancel this contract with no liability on the part of the PURCHASER.

Sponsorship

26. PURCHASER may secure sponsorship for this event. ARTIST sponsorship and recognition of sponsorship is subject to approval by PURCHASER.

Merchandising / Concessions

27. The ARTIST may have the right to sell recordings, photographs, and other souvenir items prior to the performance, during intermission(s), and after the performance upon approval and arrangement of the PURCHASER. Souvenir sales are to be located at a site, within the performance hall, at the discretion of PURCHASER. Souvenir sales cannot interfere with ticket sales, other concession sales, or with the normal (or emergency) traffic patterns of the audience.
- 26a. All book sales must be conducted in partnership with the College of DuPage Bookstore. A representative from the Bookstore will be on site to sell books for the duration of event. ARTIST shall receive no commission for any book sales.

Marketing / Public Relations / Programs

28. ARTIST agrees to furnish PURCHASER with requested marketing and public relations materials upon the execution of contract/ agreement, including but not limited to
- a. High resolution (300 dpi or higher) electronic photos
 - b. Press kit including bio, reviews, photos
 - c. No fewer than two (2) sound files for music samples on the PURCHASER's web-site.
29. Unless otherwise agreed upon, the PURCHASER will provide a program for this event. All materials for program must be received by PURCHASER's Marketing Department five (5) weeks prior to scheduled performance date.
30. If arranged for by PURCHASER, ARTIST agrees to make an appearance at a donor/ sponsor reception immediately following the concert in a reception room located adjacent to backstage area.


Performance Radius

31. Artist will not perform at other venues within 35-mile radius of McAninch Arts Center, 90 days (3 months) prior to and after performance.

COLLEGE OF DuPAGE
McAninch Arts Center

ARTIST / ARTIST'S REPRESENTATIVE

By: 
Diana Martinez
Director, McAninch Arts Center

By: 
Artist
or Artist Representative

Date: 6/5/25

Date: 9/23/25

Signed by:
By: 
49086CF0BC3F425
Ellen Roberts, VP Administrative Affairs
College of DuPage

Date: 11/5/2025

McAninch Arts Center
Contact Information

Director - Diana Martinez	630-942-3007, martinezd59@cod.edu
Contracts/ Payment – Molly Junokas	630-942-2938, junokasm@cod.edu
Box Office - Julie Elges	630-942-3017, elgesj@cod.edu
Production Advance – Joe Hopper	630-942-2913, hopper@cod.edu
Marketing/Edu Coord – Janey Sarther	630-942-4525, sarther@cod.edu
Fax	630-942-3002
Ticket Office	630-942-4000
Web Site	AtTheMAC.org

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Check Request - Rockhouse Productions Midtown Men Deposit \$5,625

"Sharbaugh, Linda" <sharbaughl@cod.edu>

Wed, Nov 5, 2025 at 08:03 PM UTC

CC:

BCC:

Attached for processing. Thank you!

Linda Sharbaugh

McAninch Arts Center, College of DuPage

sharbaughl@cod.edu | 630-942-3009

pronouns: she/her

1 attachment

Rockhouse Midtown Men Check Request 5625 Deposit wdocs lsmj.pdf