

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1445348

Vendor Name: Bud Forrest Entertainment,

Invoice Number: B0355599

Invoice Date:

PO Number: B0355599

Check Number: 0229793

Check Amount: \$ 4,800.00

Check Date: 01/11/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0490345

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

1445348

01/11/2018

0229793

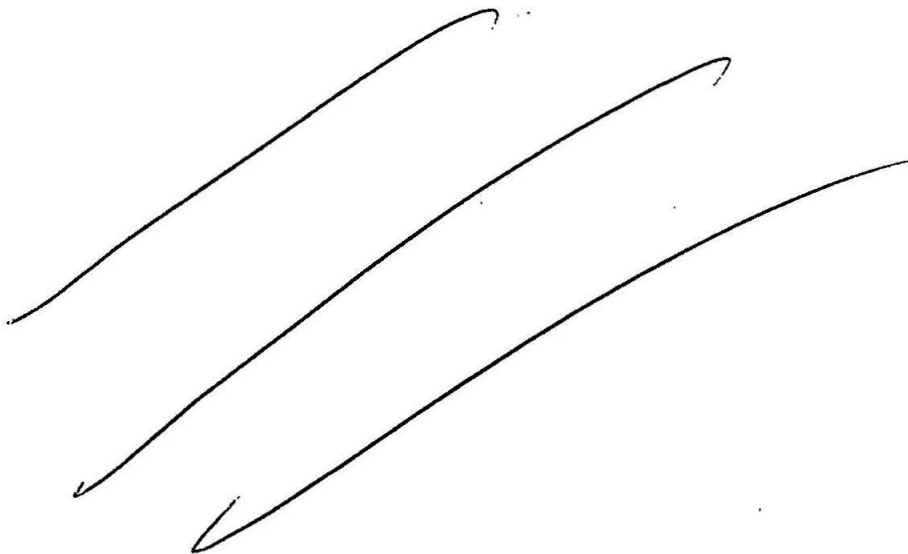
BO355599

V0490345

Mood Artist fee

0560116015309001

4,800.00



4,800.00

0229793

PAY ONLY FOUR THOUSAND EIGHT HUNDRED AND 00/100 DOLLARS

01/11/2018

\$*****4,800.00

Bud Forrest Entertainment, Inc
4614 Town Creek Dr.
Williamsburg VA 23188

Molly G. Moore 01/12/18

V.490345

PAYABLES REQUEST FOR PAYMENT

Payment Date ASAP

Blanket Order # 355599

Line # Line 1 Only

Payment Amount \$ 4,800.00

Vendor # 1445348

Vendor Name Bud Forrest Entertainment, Inc.

Documents Attached Contract

Account # 05-60-11601-5309001

MAC Code (for MAC use only) 60 Artist Fee TR18_MOOD

Please hold check for pickup by
Ellen McGowan (x3009).

Need by:

ASAP

Thank you!

Authorized Signature

Ellen McGowan

Date

1/8/18

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1445348

Bud Forrest Entertainment, Inc.
4614 Town Creek Dr.
Williamsburg, VA 23188

Attn: Bud Forrest

Phone: 757-258-1500

Fax:



Check
Enclosed

Ship To:

BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378

Fax:

Deliver To: McGowan, Ellen

PURCHASE ORDER

355599

Page: 1

Release Method: Hard Copy

Release Date: 12/22/2017

Created Date: 12/22/2017

PO Created By: Castellanos, Susan

Purchase Order Comments:

NOTICE: For the service authorized through this Purchase Order the company/vendor/individual is required to provide proof of insurance prior to start of any services at the campus. A Certificate of Insurance must be delivered or emailed to purchasing@cod.edu before performing services. Attached is the required insurance coverage related to this work.

Check 1: \$4800.00 for deposit for manual request to Payables asap.

Check 2: \$8000.00 for balance will be picked up by Ellen McGowan on 03/01/18.

Requisition Number(s): 663705

Requisitioner Name(s): Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	03/10/18 In the Mood Artist Fee, Deposit Per Contract attached	\$4,800.00	\$4,800.00
Deliver To: McGowan, Ellen						
2		1	Each	03/10/18 In the Mood Artist Fee, Balance Per Contract attached	\$8,000.00	\$8,000.00
Deliver To: McGowan, Ellen						
Sub Total: \$						12,800.00
Total: \$						12,800.00

Account Code Summary

Account Code	Account Description	Amount
05-60-11601-5309001		\$12,800.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior

Powered By: eSchoolMail

Print Date: 12/22/2017 9:13:03 AM

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

authorization from the Purchasing Department will be removed from our vendor list.

6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.

7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

9. All shipments are accepted subject to inspection and approval by College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

355599

Page: 2

Release Method: Hard Copy

Release Date: 12/22/2017

Created Date: 12/22/2017

Gurtman and Murtha Associates, Inc.

One Penn Plaza – 36th Floor • New York, NY 10119 • (212) 967-7350

Diana L. Martinez, *Director, McAninch Arts Center*
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137

RE: **IN THE MOOD**

March 10, 2018
Glen Ellyn, IL

Dear Diana,

Attached, you will find the PDF file of the Performance agreement and production rider for the above-referenced Production. **Please download, sign and return to my attention electronically for further processing.** Once countersigned, a fully executed copy of the documents within will be sent to you for your files.

Should you have any questions or concerns, please don't hesitate to give me a call.

We look forward to a successful engagement.

Best regards,
Katisha Bennett
Contract Administrator

Gurtman and Murtha Associates, Inc.

One Penn Plaza – 36th Floor • New York, NY 10119 • (212) 967-7350

AGREEMENT made this 6th day of September 2017, by and between: **Bud Forrest Entertainment, Inc.** (hereinafter referred to as "Producer") f/s/o **IN THE MOOD** (hereinafter referred to as "Production") and:

College of DuPage

(hereinafter referred to as "Presenter") whose name, title, organization, address, phone number and fax number are:

McAninch Arts Center
425 Fawell Blvd.
Glen Ellyn, IL 60137
Attention: Diana L. Martinez, Director, McAninch Arts Center
Signatory: Brian Caputo, VP of Administration, College of DuPage
Phone: 630-942-3007 Fax: 630-942-3002
E-mail: Martinezd59@cod.edu

1. Presenter hereby engages Producer and Producer accepts such engagement to appear and perform Production's performance(s), subject to the terms hereof, as follows:

Date of Engagement(s): Saturday, March 10, 2018

Number of Performance(s): 1

Time of Performance(s): @ 4pm CT

Place of Performance(s): McAninch Arts Center, 425 Fawell Blvd.

House Capacity: 820

City, State: Glen Ellyn, IL 60137

Production Manager: Joseph Hopper **E-mail:** Hopper.j@cod.edu **Phone:** 630-942-2913

2. It is agreed that as full compensation for the services of Production as above set forth, Presenter will pay to Producer in United States currency, by *College check or ACH electronic transfer*, the sum of:

Terms: *\$16,000.00 (Sixteen Thousand US Dollars) flat guaranteed plus hotel accommodation: eleven (11) double rooms (2 beds in each room) and three (3) king singles for one night, ground transportation (if needed) and the attached Production rider.*

Exclusivity: *90 days prior to or after performance date – 35-mile radius.*

Payable as follows:

Deposit 1: \$3,200.00 payable to: Gurtman & Murtha Associates, Inc. on or before 9.20.17
(FED ID# 13-263-1350)

Deposit 2: \$4,800.00 payable to: Bud Forrest Entertainment, Inc. (FED ID # 54-1649760) on or before 1.10.18.

Balance: \$8,000.00 payable to: Bud Forrest Entertainment, Inc. (FED ID # 54-1649760) at completion of the performance and hand-delivered to Bud Forrest, Producer.

ALL CONTRACTS SHALL BE SENT TO:

Ms. Katisha Bennett
Contract Administrator
Gurtman & Murtha Associates, Inc.
One Penn Plaza – 36th Floor
New York, NY 10119

The parties hereto hereby acknowledge that the following additional terms and conditions are incorporated in and made a part of the Agreement as amended between the parties hereto: including Purchaser's attached BCPA addendum, budget and offer.

1. PRESENTER agrees to furnish at its own expense all that is necessary for the proper presentation of the entertainment presentation at performances, and if required by PRODUCER, at rehearsals therefore, including a suitable theatre, hall or auditorium, well-heated, lighted, clean and in good order, stage curtains, properly tuned grand piano(s) and public address system in good working condition including microphone(s) in number and quality required by PRODUCER and comfortable lighted dressing rooms; all stagehands, stage carpenters, electricians, electrical operators and any other labor as shall be necessary and/or required by any national or local union(s) to take in, hang, work and take out the entertainment presentation (including scenery, properties and baggage); all lights, tickets, house programs, all licenses (including musical performing rights licenses); special police, ushers, ticket sellers for advance or single sales (wherever sales take place), ticket takers; appropriate and sufficient advertising and publicity including but not limited to bill-posting, mailing and distributing of circulars, display newspaper advertising in the principal newspapers and PRESENTER shall pay all other necessary expense in connection therewith as a show expense.

PRESENTER agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services and personnel to be furnished by PRESENTER and by PRODUCER. PRESENTER agrees to furnish all necessary material and equipment and to promptly comply with PRODUCER's directions to arrange the stage decor and settings for the performances hereunder. In addition to those musicians, if any, to be furnished by either PRODUCER or PRESENTER pursuant to any other provision hereof, PRESENTER agrees to furnish as a show expense such musicians, including musical contractor, as may be required by any national or local union(s) for and in connection with this engagement and rehearsals therefore. PRODUCER shall have the right to name the local music contractor and to approve the choice of musicians hired locally. PRESENTER shall furnish the following Special Props and Lighting required by PRODUCER as a show expense:

PRESENTER SHALL PROVIDE AS A SHOW EXPENSE THE FOLLOWING:

- Production Rider as amended

2. PRODUCER shall have the control over the production, presentation and performance of the engagement hereunder, including, but not limited to, the details, means and methods of the performances of the performing artists hereunder, and PRODUCER shall have the sole right as PRODUCER may see fit, to designate and change at any time the performing personnel. PRODUCER'S obligations hereunder are subject to detention or prevention by sickness, inability to perform, accident, means of transportation, Acts of God, riots, strikes, labor difficulties, epidemics, any act or order of any public authority or any other causes, similar or dissimilar, beyond PRODUCER'S control.

3. PRESENTER shall not have the right to broadcast or televise, photograph or otherwise reproduce the performances hereunder, or any part thereof. PRESENTER agrees that no performers other than those to be furnished by PRODUCER hereunder will appear on or in connection with the engagement hereunder. PRESENTER shall not have the right to assign this agreement, or any provision hereof. Nothing herein contained shall ever be construed as to constitute the parties hereto as a partnership, or joint venture, or that PRODUCER shall be liable in whole or in part for any obligation that may be incurred by PRESENTER in PRESENTER'S carrying out any of the provisions hereof, or otherwise. The person executing this agreement on PRESENTER'S behalf warrants his authority to do so, and such person hereby personally assumes liability for the payment of said price in full.

4. The entertainment presentation to be furnished by PRODUCER hereunder shall receive billing in such order, form size and prominence as directed by PRODUCER in all advertising and publicity issued by or under the control of the PRESENTER.

5. PRESENTER agrees that the entertainment presentation will not be included in a subscription or other type of series without the written consent of PRODUCER. Free admissions, if any, (except to local press) shall be subject to PRODUCER's prior written approval. In the event that payment to PRODUCER shall be based in whole or in part on receipts of the performance(s) hereunder: (a) the scale of ticket prices must be submitted to and approved by PRODUCER in writing before tickets are ordered or placed on sale; (b) PRESENTER agrees to deliver to PRODUCER a certified statement of the gross receipts of each such performance within two hours following such performance; and

(c) PRODUCER shall have the right to have a representative present in the box office at all times and such representative shall have the right to examine and make extracts from box office records of PRESENTER relating to gross receipts of this engagement only.

6. Presenter hereby warrants and represents to Producers follows: (a) that it has or will have a lease for the Theatre covering the date or dates of the Performances(s) and Rehearsals, that during the Performances(s) the lease will be in full force and effect and neither Presenter or Theatre will be in default thereof, and that the lease will be exhibited to Producer or Manager upon request; (b) that admission to the performance(s) and seating in the Theatre shall be without regard to race, color, religion or national origin; (c) Presenter will be solely responsible for payment of all charges, assessments, royalties or license fees required to be paid for the right to perform all music performed at the Performance(s).

7. If before the date of any scheduled performance it is found that PRESENTER has not performed fully its obligations under any other agreement with any party for another engagement or that the financial credit of the PRESENTER has been impaired, PRODUCER may cancel this agreement. In the event that PURCHASER does not perform fully all its obligations herein, PRODUCER shall have the option to perform or refuse to perform hereunder and in either event PRESENTER shall be liable to PRODUCER for damages in addition to the compensation provided herein.

8. This constitutes the sole, complete and binding agreement between the parties hereto.

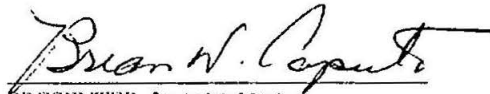
9. PRODUCER shall have the sole and exclusive right, but not the obligation, to sell souvenir programs and other souvenir items including compact discs in connection with, and at the performance(s) hereunder and the receipts thereof shall belong exclusively to PRODUCER.

10. This Agreement may not be changed, modified or altered except by an instrument in writing signed by the parties. This Agreement shall be construed in accordance with the laws of Illinois. Nothing in this Agreement shall require the commission of any act contrary to law or to any rule or regulation of any union, guild or similar body having jurisdiction over the performances hereunder or any element thereof and wherever or whenever there is any conflict between any provision of this Agreement and any such law, rule or regulation, such law, rule or regulations shall prevail and this Agreement shall be curtailed, modified, or limited only to the extent necessary to eliminate such conflict.

11. Any claim or dispute arising out of or relating to this agreement or the breach thereof may be settled by arbitration in Illinois in accordance with the rules and regulations then obtaining of the American Arbitration Association governing three-member panels. The parties hereto agree to be bound by the award in such arbitration and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

12. Both Producer and Presenter shall indemnify and hold harmless Agent in connection with the Production, including but not limited to the failure of the Producer to tour the Production. In the event of any claims by or between Producer and Presenter of the Production, Producer and Presenter agree that Agent acts as a disclosed agent and may not be named as a party to any arbitration or litigation nor shall Agent be directly or indirectly responsible for the debts, obligations, responsibilities or liabilities of the Producer and Presenter. Subject to Florida law

AGREED AND ACCEPTED BY:




PRESENTER **BRIAN CAPUTO**
VP ADMINISTRATION & CFO

9/20/17

DATE

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

AGREED AND ACCEPTED BY:



Bud Forrest, PRODUCER

10/4/17

DATE





PRODUCTION RIDER 2018

Bud Forrest Entertainment, Inc

Producer	Bud Forrest
Mailing Address	4614 Town Creek Drive Williamsburg, VA 23188
Phone	757.258.1500
Cell	757.876.9893
E-mail	budforrest@inthemoodlive.com
Web Site	www.inthemoodlive.com
Fax	757.259.9412



In The Mood Production Rider

IN THE MOOD Production Rider

The following are the minimum requirements to perform "IN THE MOOD" (ITM)

It is understood that not every venue will have the exact inventory as outlined in this rider and that substitutions may be necessary. We will do everything possible to accommodate the house inventory. We assume that you will make known to us exactly what personnel and facilities will be available for our use, and which conditions, relative to such matters as building operations, union work rules and building policy apply. It is always our intention to work efficiently, in close cooperation with theater and venue staff.

Please contact the Production Manager or the Producer to discuss any variations or substitutions.

Technical Contact Information

Producer	Bud Forrest
Email	BudForrest@inthemoodlive.com
Cell	757-876-9893
Production Mgr/Lighting Dir.	TBD
Email	
Cell	
Sound Engineer	TBD
Email	
Cell	
Wardrobe Supervisor	TBD
Email	
Cell	
Company Mgr/Catering	TBD
Email	
Cell	
Production Assistant	TBD
Email	
Cell	

Rider at a Glance

Pg #	
3	Schedule
4	Crew
5	Stage
7	Sound
8	Channel Input List
9	Lighting
10	Performance
11	Artist Requirements
14	Agreements

**Remainder of rider contains Lighting Instrument Schedule/Channel Hookup/
Instrument Type Count/Color Cuts/Template Count/Light Plot and Stage Layouts**



Production Rider
Schedule Requirements

Schedule Requirements

- **Access to Venue**
 - The truck loading dock must be available one (1) hour prior to the agreed upon Load-In time.
 - A qualified representative of the Theater with full decision-making powers must be available to ITM Production Manager the entire time that ITM is in residence.
 - Absolutely no one other than the ITM Production Crew, local house crew or other venue representatives are allowed in the stage or backstage areas during load in/setup/load out periods. No tours, guests, curious onlookers, etc.
- **Schedule**
 - A typical schedule is listed below - times are listed based off of 1st show time. An example of a standard performance schedule is on the right.
 - Schedule may be revised due to travel necessities, unusual performance times, or special needs of the performers or Theater.

Single Show Day

	<u>2 or 3pm Show</u>	<u>7:30 Show</u>
Load In	- 8:00a	12:30p
Sound Check	- 11:30a/12:30p	5:00p
Lunch/Dinner	- 12:00p/1:00p	5:30p
Show Crew Called	- 1:00p/2:00p	6:30p
House Opens	- 1:30p/2:30p	7:00p
Show Time(s)	2 or 3pm	7:30p
Act 1 (Run Time 1:05)		
Intermission (20 min)		
Act 2 (Run Time 1:00)		
Load Out	4:30p/5:30p	10:00p

Double Show Day

	<u>2 or 3pm Show</u>	<u>7:30 or 8pm Show</u>
Load In	- 8:00a	
Sound Check	- 11:30a/12:30p	
Lunch	- 12:00p/1:00p	
Show Crew Called	- 1:00p/2:00p	
House Opens Show #1	- 1:30p/2:30p	
Show #1 Time	2 or 3pm	
Dinner		5:30p/6:00p
House Opens Show #2		7:00p/7:30p
Show #2 Time		7:30p/8:00p
Load Out		10:00p/10:30p



Crew Requirements

- **Crew Count**

Load In:

- Two (2) Wardrobe
- Two (2) Lighting Technicians/ Electricians
- Two (2) Sound Technicians
- Two (2) Stage hands

Performance:

- One (1) Deck Manager (Backstage Right)
- Two (2) Follow Spot Operators
- One (1) Rail/ Main Curtain Operator
- One (1) Audio
- Two (2) Wardrobe (Dressers)

Load Out:

- Two (2) Wardrobe
- Two (2) Lighting Technicians/ Electricians
- Two (2) Sound Technicians
- Two (2) Stage hands

Crew Notes

- Once Schedule is finalized, Venue will arrange for specified Crew Call. Please advise ITM Production Manager if other arrangements must be made.

Load In:

- All crew will be used to unload the truck including wardrobe
- All crew must have basic working knowledge of the theater and be able to lift fifty (50) lbs.
- Wardrobe will be called at top of load in and then will be prepping laundry, steaming and ironing costumes. Basic sewing skills are required.
- Sound must be versed in the cabling, setup, and operation of Venue sound system.
- Lighting must have basic focusing skills, and be comfortable with heights.
- Stagehand must be able to operate the fly system.
- Load In Crew will be used for unloading the truck as well as prepping for the show. ITM will cut the crew as they see fit throughout the day.

Performance:

- **ITM will bring a Sound Engineer to operate the Sound Board and will be A1**
- **ITM will bring a Lighting Director to operate the Light Board and call the show**
- Followspot Operators must be experienced on In-House Follow spots.
- Wardrobe must be over the age of 18 and comfortable dressing men.
- Audio should be 1 of the 2 Sound Technicians from Load In Crew and will serve as A2

Load Out:

- All crew will be used to load the truck
- **No** crew member to start tearing down anything on stage **until advised** and musicians clear risers.
- ITM's Load Out takes precedent. All rentals and house restore will be done after ITM is completely loaded out.



Production Rider
Stage Requirements

Stage Requirements

- **Stage Size**

- **At least** 32' Proscenium to Proscenium
- **At least** 26' from Blackout Drop to front lip of apron
- Please notify ITM Production Manager if stage size is less than specified.

- **Risers**

- Venue will provide:

Use	Size	# of 4'x8' Risers Required
Drum Riser	8' w x 8' d x 32" h	2
Trumpet Riser	12'w x 8'd x 24" h	3
Vocal Riser	12'w x 8'd x 24" h	3

Total of 4'x8' Risers Needed | 8

- ITM will bring risers for Trombones and Saxophones
- All In-house risers must be skirted with black material. ITM will provide skirting for ITM risers.
- All risers must have a finished top surface (carpet or textured plastic). If they are wooden platforms they must be painted black. Unfinished plywood surface is unacceptable.
- The placement of the risers is crucial to the entire setup. We have made every effort to provide as much information as possible on the Stage Layout. Due to variations in theatre design, final approval will be made by ITM Production Manager upon arrival.

- **Curtains, Soft Goods & Fly System**

- ITM requires a full stage black backdrop. It should be located upstage of the drum riser, 4' downstage of the back wall, this will create the Actor Crossover.
- There should be sufficient drapery hung (enough legs to mask wing space and borders for top masking)
- ITM will use the Main Curtain/Grand Drape. It will be flown or travel in/out for Intermission and for End of Show. Please advise if this is not available.
- ITM will be bringing a 15' x 4' steel sign (approx. 60 lbs) that needs to be hung in front of black backdrop upstage of drum riser

- **Stage Floor**

- Theater shall insure that stage floor is smooth, clean, and free of gaps or other irregularities that may possibly injure ITM dancers.
- If stage floor is not as indicated above, theater is to provide a Marley dance floor twelve (12) feet in depth and full width of proscenium opening. Marley floor should cover from plaster line and continue upstage.
- ITM Production Manager may choose not to use Marley if stage condition is adequate.

- **Wing space, Quick Change Booths & Backstage**

- Wings and Crossover need to be cleared of any debris, stored scenery, risers, pianos, etc.
- Artist will bring two (2) 8' x 10' quick change dressing areas including lights and mirrors. These need to be placed in wings one (1) stage left and one (1) stage right.
- Please discuss with ITM Production Manager if there is insufficient wing space.
- All loose wires on stage floor and in wings (sound, electric, etc.) need to be dressed (covered with rubber mats or taped down with gaff tape).
- Theater should provide sufficient running lights to make the backstage area safe.



Production Rider
Stage Requirements

- **Steps**
 - The opening of the show requires the musicians to "march" down the aisles from the rear of the house. Access to the stage from the house via steps is essential.
 - ITM requires one (1) set stage right and one (1) set stage left **OR** one (1) larger set in the middle
 - If using only one (1) center step it should be double wide.
 - Please advise ITM Production Manager if this is not possible.
 - Steps need to be outlined with white tape for safety.
 - Preferably steps should NOT have handrails
 - Please advise House Manager that at the beginning of the performance musicians will be entering from the back of the house, down either center aisles or outside aisles. Late comers can be seated following the opening number (4 ½ minutes into Act 1)
- **Chairs**
 - Venue will provide twenty-three (23) black padded armless chairs are required for use by musicians and vocalists
10 for onstage for band, 6 off stage left and 7 off stage right
- **Backline Gear**
 - ITM will bring all back line gear. This includes bass, drums, piano (no tuner required), music stands and stand lights
- **Power**
 - Theater to provide five (5) 20 amp power drops onstage (separate audio power is required where noted) at the following locations:
 1. Bass amp @ rear of drum/bass riser (audio power)
 2. Keyboard @ under piano in front of the drum/bass riser (audio power)
 3. Music Stand Lights @ Stage Right corner of saxophone riser (audio power)
 4. Wireless racks stage right (audio power)
 5. Sound rack upstage center (audio power)

See Stage Layout later in this Rider for Band Setup



Sound Requirements

- **Public Announce System (PA)**
 - Venue to provide a complete first-class amplification system to give an even dispersion throughout venue without hot or dead spots
 - Adequate Front Fills are required. If not available please advise ITM Sound Engineer.
 - ITM Sound Engineer will decide if rental is necessary. If deemed so, Artbeat will handle settlement of any incurred costs.
 - ITM is sensitive to sound levels and will work with Venue to insure adequate but safe sound levels
- **Front of House (FOH)**
 - ITM carries their own mixing board
 - 6 or 8 ft table is needed at FOH for touring board
 - **At least** two (2) 15 amp power drops at FOH
 - ITM's mixing board will be patched into house or rented system
 - **ITM Sound Engineer will operate board**
- **Snake**
 - ITM carries proprietary snake which includes all inputs. House requirements will not be plugged into ITM's snake.
- **Monitor System**
 - Venue will provide three (3) monitors and three (3) mixes
 - 12" low-profile wedges are preferred
 - ITM provides all additional monitors
- All Monitors are run from FOH Console.
- **Drive Lines**
 - Venue will provide all necessary drive lines for PA and 3 monitors at FOH
- **Microphones & Mic Stands**
 - ITM carries all microphones, Mic Stands, DI's and XLR.
 - House to provide (5) 25ft XLR as backup
- **Intercom System**
 - Venue will provide an Intercom System of an open communication type, i.e. Clear Com or Telex
 - Seven (7) headsets and belt packs to be located at the following locations:
 1. Audio Console
 2. Lighting Console
 3. Follow spot #1
 4. Follow spot #2
 5. Deck Manager (Backstage Right)
 6. Rail/ Fly Operator
 7. Wireless Operator
 - Please let ITM Sound Engineer know if Venue does not have a total of Seven (7) headsets.
 - Walk Talkie systems are **not acceptable**
 - Venue must provide backstage feed and paging mic to dressing rooms



Channel Input List

CHANNEL	INSTRUMENT	MICROPHONES	MIC STANDS
1	BASS DRUM	E 602	SHORT BOOM BLACK
2	SNARE	BETA 56	CLIP
3	HI HAT	SM 81	STRAIGHT BOOM BLACK
4	RACK TOM	E 604	CLIP
5	FLOOR TOM	E 604	CLIP
6	OVERHEAD LEFT	SM 81	TALL BOOM BLACK
7	OVERHEAD RIGHT	SM 81	TALL BOOM BLACK
8	BASS	RADIAL DI	
9	PIANO LEFT	DPA 4099P	CLIP
10	PIANO RIGHT	DPA 4099P	CLIP
11	BARITONE SAX	SM 57	SHORT BOOM BLACK
12	ALTO 2 SAX	SM 57	SHORT BOOM BLACK
13	ALTO 1 SAX	SM 57	SHORT BOOM BLACK
14	TENOR SAX	SM 57	SHORT BOOM BLACK
15	STAGE RT TROMBONE	SM 57	TALL BOOM BLACK
16	CENTER TROMBONE	SM 57	TALL BOOM BLACK
17	BASS TROMBONE	SM 57	TALL BOOM BLACK
18	STAGE RIGHT TRUMPET	SM 58	TALL STRAIGHT BLACK
19	CENTER TRUMPET	SM 58	TALL STRAIGHT BLACK
20	STAGE LEFT TRUMPET	BETA 58	TALL STRAIGHT BLACK
21	N/A		
22	PODIUM MIC	SM 55	TALL STRAIGHT SILVER
23	IPOD LEFT		
24	IPOD RIGHT		
25	VOCAL-BRITTNEY	WIRELESS E6	With Sennheiser SK2000
26	VOCAL-ALEX	WIRELESS E6	transmitters and
27	VOCAL-EMILIE	WIRELESS E6	receivers. Need 6 for
28	VOCAL-TBD MALE	WIRELESS E6	show but would advise
29	VOCAL-PAIGE	WIRELESS E6	carrying 8 with 2 as
30	VOCAL-JORDAN	WIRELESS B3	backups
31	TALKBACK	SM 58	
	THESE DO NOT GET WIRED IN	55 SH	TALL STRAIGHT SILVER
		55 SH	TALL STRAIGHT SILVER
		55 SH	TALL STRAIGHT SILVER



Lighting Requirements

- **Lighting Instruments**

Quantity	Instrument	Lamps
21	36° Source 4	HPL@575w
18	26° Source 4	HPL@575w
4	19° Source 4	HPL@575w
6	50° Source 4	HPL@575w
2	10° Source 4	HPL@575w
32	Source 4 Par WFL	HPL@575w

- A complete lighting plot will be sent to you no later than two (2) weeks prior to engagement.
- All lights must be hung, circuited, fully tested and working with color installed prior to ITM's arrival

- **Light Board**

- ITM carries their own Light Board
 - 6 or 8ft table is needed at FOH for touring board
- ITM Lighting Director operates the board

- **Gel cut list**

Quantity	Gel Color	Size	Size	Instrument
19	R 05	6" x 6"	6" x 6"	Source 4 Ellipsoidals
45	R 119	6" x 6"	7.5" x 7.5"	Source 4 Pars
6	L 201	6" x 6"	12" x 12"	Source 4 10 degrees
16	R 26	7.5" x 7.5"		
16	R 80	7.5" x 7.5"		
6	R 34	6" x 6"		
6	R 57	6" x 6"		
4	L 161	6" x 6"		
4	L 206	6" x 6"		
1	R 339	12" x 12"		
1	R 68	12" x 12"		
2	R 132	12" x 12"		

- Please adjust sizes and numbers accordingly based upon your house instrument frame sizes and any ITM approved adjustments to the Light Plot.

- **Templates**

- ITM brings four (4) GAM 294 (Summer leaves)
- Venue will supply four (4) B sized gobo holders

- **Follow spots**

- ITM requires two (2) follow spots
- Follow spots should be positioned with a clear shot of the stage
- Advise ITM Production Manager if follow spots are not available



Performance Requirements

- **Wardrobe**

- Theater shall provide two (2) experienced wardrobe persons over the age of 18 (male or female dressers are acceptable) to be available to assist ITM Wardrobe Supervisor.
- Wardrobe persons are to be available for Load In & Prep, assist as a dresser during performance and work with ITM Wardrobe Supervisor for Load Out.
- Duties for Prep will include washing, ironing, steaming and some general repairs as directed by ITM Wardrobe Supervisor.
- Please advise ITM Production Manager if washers/dryers are available at venue.
- If the venue does not have a washer and dryer on-site, one (1) additional wardrobe crew member will be provided by Theater to take laundry to a local Laundromat.
- Four (4) power runs (2 stage left/2 stage right) for on stage quick change areas to be provided

- **Dressing Rooms**

- The dressing rooms are the Artists' home while in your facility. Please be sure that each room is comfortably furnished for the number of occupants who will use it.
- ITM requires Dressing Rooms for:
 - Three (3) Females
 - Three (3) Males
 - One (1) Music Director
 - Twelve (12) Band Members (this can be split into smaller rooms if necessary)
- Each dressing room must be clean and provided with:
 - Makeup table or countertop
 - Makeup/dressing mirrors
 - Incandescent makeup lights (fluorescent lights are unacceptable)
 - A full-length mirror
 - Wardrobe racks (as required)
 - Adequate soap, towels and tissue
 - One (1) 15/20 amp outlet (at least)
- Attention to details in this area, with emphasis on comfort and amenities, is required.
- All dressing rooms, including wardrobe work area, need to be available to ITM upon arrival for Load In through the end of Load Out. **ABSOLUTELY NO EXCEPTIONS!**
- If classrooms, offices, etc. are to be used as dressing rooms, they **MUST** be cleared of all scheduled activities for the entire time that ITM is in the building.
- No one outside the ITM Production Crew or the local house crew will be allowed into these spaces.
- Wardrobe Supervisor will need a space in which to work on wigs, ironing, steaming, etc. This room can be another dressing room if the room is large enough. Please advise.
- Shower Facilities: Please advise what, if any, are available.

- **Security**

- All access to stage will be guarded by house security at all times and only those persons designated by Artist will be allowed back stage during/after Artist's performance.
- Theater is responsible for Artists' personal equipment and personal belongings while Artists' personnel have access to hall including but not limited to stage and backstage areas and all dressing rooms.



Production Rider
Artist Requirements

- **Taxes and Fees**
 - Purchaser shall pay and hold Artist harmless of and from any and all taxes, fees, dues and the like relating to the engagement hereunder and the sums payable to Artist shall be free of such taxes, fees, dues, and the like.
- **Cancellation Clause**
 - Purchaser agrees that the Artist may postpone and/or cancel this engagement for any reason without liability or penalty by providing Purchaser with written notice thereof at least ninety (90) days prior to the commencement date of the engagement. If Artist cancels this engagement less than ninety (90) days prior to the commencement of the engagement, except as provided below, Artist shall refund the full amount of any deposit paid for the engagement to the Purchaser within fourteen (14) days of the date the engagement is canceled. Purchaser agrees that Artist may postpone and/or cancel this engagement without liability or penalty at any time if such postponement and/or cancellation is due to sickness, inability to perform, accident, means of transportation, Acts of God, strikes, labor difficulties, epidemics, any act or order of any public authority or any other causes, similar or dissimilar, beyond Artist's control.
- **Indemnification**
 - Purchaser agrees to indemnify and hold harmless Artist and his employees, contractors, and/or agents from and against any claims, costs (including attorney's fees and court costs), expenses, damages, liabilities, losses or judgments arising out of, or in connection with any claim, demand or action made by any third party, if such are sustained as a direct or indirect consequence of the engagement.
- **Insurance**
 - Purchaser agrees to provide comprehensive general liability insurance (including, without limitation, coverage to protect against any and all injury to persons or property as a consequence of the installation and/or operation of the equipment and instruments provided by Artist and/or its employees, contractors, and agents). Such liability insurance shall be in the amount required by the Purchaser, but in no event shall have a limit of less than One Million Dollars (\$1,000,000.00) combined single limit for bodily injury and property damage. Such insurance shall be in full force and effect at all times Artist or any of Artists' agents or independent contractors are in place of performance. Certificate of insurance relating to the coverage listed above shall be available to Artist upon request.

*ARTIST WILL PROVIDE CERTIFICATE OF INSURANCE NAMING COLLEGE OF DU PAGE,
See MAC RIDER #8*





Artist Requirements

- **Catering**
 - Crew Meal
 - At Load In Purchaser needs to provide lunch (breakfast foods for matinees) for five (5) people as Artist's Production Crew.
 - Lunch can consist of cold cuts (cold cuts and condiments) plus soft drinks (regular and diet), water, coffee, tea, chips and fruit for dessert. No pre-made sandwiches.
 - _____ meals shall be vegetarian.
 - If Load In is for a matinee performance then applicable breakfast items such as orange juice, coffee, bagels, cream cheese, danish, etc. is required by Artist.
 - Company Meal
 - Purchaser will provide hot dinner meals for twenty five (25) people of which _____ meals shall be vegetarian.
 - If performance is scheduled for the afternoon, a lunch consisting of cold cuts (ham, turkey, roast beef and various cheeses), cold pasta salads, dessert, fruit, soft drinks (diet and regular) and bottled water will be sufficient.
 - Please keep in mind _____ vegetarian meals required for lunch.
 - At 3 hours prior to and continuing throughout performance, Purchaser shall have available water, ice and soft drinks (diet and regular) for nineteen (19) performers plus six (6) Production Staff.
 - A meal suggestion paper will be e-mailed approximately two weeks prior to show date, and in consultation with Producer, a choice of foods will be determined as well as if any vegetarian or other special meals are required.
 - Local specialties are always welcome with final approval of meals by Producer. ITM Company Manager should be informed if there is a list of venue-approved caterers.
- **Hotel**
 - Purchaser will provide one nights' accommodation (maximum 15 rooms) for each performance day for Artist as follows:
 - 10 double rooms (2 beds in each room)
 - 5 single king rooms
 - Names to be provided no later than fourteen (14) days prior to engagement.
 - Hotel shall be moderate first class or better and approved by Artist.
 - Incidental expenses at hotel to be at Artists' expense.
 - Due to travel schedule, Artist will advise Purchaser if rooms are required the night before performance or the evening of the performance.
- **Control of Production**
 - Artist shall the sole and exclusive control over the production, presentation, and performance of the entertainment unit in connection with the engagement, including but not limited to: the sole right to select the songs, arrangements, material, and routines used by Artist in its performance and to control the manner in which they are presented during the engagement. It is specifically understood and agreed that a representative of the Artist shall have sole and absolute authority in directing personnel operating all lighting and sound equipment during sound check and each performance.



Production Rider
Artist Requirements

- **Opening Announcements Prior to Show**
 - Artist understands the need to thank sponsors or to promote future events. Please let ITM Production Manager know at sound check whether or not a preshow announcement will be made.
 - Please be advised that there is no need to make the usual announcement as to the prohibition of recording devices and photographs. Artist makes this announcement as part of the performance.
- **Billing & Advertising**
 - Artist is available for radio and newspaper interviews.
 - Please contact Producer several weeks prior to performance date to arrange for a mutually agreeable phone interview time.
 - Photos, press releases, and other marketing materials will be provided upon request.
 - Please contact Bud Forrest, Producer
info@inthemoodlive.com
757.258.1500
 - Any and all publicity (including text, graphics and images) must be approved by Producer prior to printing and publication. Website: www.inthemoodlive.com
- **Programs**
 - Presenter will provide a program for each audience member for all performances of ITM. Artist will provide program copy and presenter will not change or alter content once approved.
- **Taping, Filming, Etc**
 - Upon approval of Theater, Artist shall have, at no cost to Producer, the sole and exclusive right to film, record, tape or otherwise reproduce and embody any and all performances by Artist, including without limitation, audio tapes, video tapes, radio transmissions and any other audiovisual process or solely visual process.
 - No recordings, filming, taping or broadcasting of the performance or the taking of any photographs shall be permitted without Artist's prior written consent.
- **Merchandise**
 - Theater agrees that Artist shall have the sole and exclusive right, but not the obligation, to sell souvenir programs, posters, clothing, CDs, audio and video tapes and all other merchandise pertaining to "IN THE MOOD" at place of engagement.
 - Theater will provide one (1) table with skirting and tablecloth near an electric outlet in lobby in prime location to have items available for sale prior to, during intermission and following show.
 - ITM will provide one (1) person to assist in setting up merchandise table and for accounting of items prior to selling. *20% if ARTIST SELLS, 30% if PURCHASER SELLS, see MACRIDER # 26*
 - Theater may retain no more than 10% of the receipts therefrom. Accounting of sales will take place following performance.
- **Performance Comp Tickets**
 - Theater to hold back from sale *ten (10), see MACRIDER # 17* complimentary tickets per show in a preferred location for Artist use. Artist's Company Manager will coordinate comp tickets with box office.
 - Tickets to be released one (1) week prior to date if not utilized.





Production Rider
Agreements

This production rider and all terms and conditions above are attached to and made part of the contract between:

Bud Forrest Entertainment, Inc. (referred to as "ITM", "Artist" or "Producer")

and MCANINCH ARTS CENTER, COLLEGE OF (referred to as "Theater", "Venue" or "House")
DUPAGE

covering the engagement at (venue name) BELUSHI PERFORMANCE HALL

on date(s) SUN, 03/10/2018

Agreed to and Accepted:

Theater <u>Brian H. Caputo</u>	Artist <u>BUD FORREST ENTERTAINMENT, INC.</u> (Fed. ID # 54-1649760)
By <u>BRIAN CAPUTO</u> VP ADMINISTRATION & CFO	By <u>Bud Forrest</u>
Date <u>9/20/17</u>	Date <u>10/4/17</u>

Bud Forrest

Bud Forrest Entertainment, Inc. FEIN: 54-1649760

Office: 757.258.1500 or Cell: 757.876.9893 4614 Town Creek Drive, Williamsburg, Virginia 23188

**PLEASE ATTACH YOUR TECHNICAL INFORMATION PACKAGE TO THIS RIDER
Or INDICATE HOW YOUR VENUE'S TECHNICAL INFORMATION CAN BE OBTAINED**

Technical Director's Name: JOE HOPPER
Telephone: 630-942-2913
Email: HOPPER@COD.EDU

Hospitality Contact: same as above
Telephone: _____
Email: _____

Marketing Contact: ROLAND RAFFEL
Telephone: 630-942-2263
Email: RAFFEL@COD.EDU

Box Office Manager: JULIE ELGES
Telephone: 630-942-3017
Email: ELGESJ@COD.EDU

Venue Web Site Address: At the MAC.org

INSTRUMENT SCHEDULE

2/8/15

Touring paperwork

Lighting Designer: Jeff Greenberg

FOH Pipe

U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(11)			Source 4 26deg 575w	Frt Cl DL	○L201+R132	
2	(1)			Source 4 26deg 575w	Frt Wm DL	⊗R05+R132	
3	(11)			Source 4 26deg 575w	Frt Cl DL	○L201+R132	
4	(1)			Source 4 26deg 575w	Frt Wm DL	⊗R05+R132	
5	(12)			Source 4 26deg 575w	Frt Cl DC	○L201+R132	
6	(2)			Source 4 26deg 575w	Frt Wm DC	⊗R05+R132	
7	(12)			Source 4 26deg 575w	Frt Cl DC	○L201+R132	
8	(2)			Source 4 26deg 575w	Frt Wm DC	⊗R05+R132	
9	(13)			Source 4 26deg 575w	Frt Cl DR	○L201+R132	
10	(3)			Source 4 26deg 575w	Frt Wm DR	⊗R05+R132	
11	(13)			Source 4 26deg 575w	Frt Cl DR	○L201+R132	
12	(3)			Source 4 26deg 575w	Frt Wm DR	⊗R05+R132	

INSTRUMENT SCHEDULE

2/8/15

#1 Electric

U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(49)			Source 4 50deg 575w	B/U<	N/C	G294
2	(47)			Source 4 50deg 575w	X Cool<	☉L161+R119	
3	(45)			Source 4 50deg 575w	X Wm<	☉L206+R119	
4	(49)			Source 4 36deg 575w	B/U<	N/C	G294
5	(21)			S4 PAR WFL 575w	Bk Red DL	☉R26	
6	(31)			S4 PAR WFL 575w	Bk Blue DL	☉R80	
7	(47)			Source 4 36deg 575w	X Cool<	☉L161+R119	
8	(45)			Source 4 36deg 575w	X Wm<	☉L206+R119	
9	(4)			Source 4 36deg 575w	Trombones	☉R05+R132	
10	(21)			S4 PAR WFL 575w	Bk Red DL	☉R26	
11	(31)			S4 PAR WFL 575w	Bk Blue DL	☉R80	
12	(4)			Source 4 36deg 575w	Trombones	☉R05+R132	
13	(10)			Source 4 26deg 575w	Solo Plat. Spec.	☉R05+R132	
14	(22)			S4 PAR WFL 575w	Bk Red DC	☉R26	
15	(5)			Source 4 36deg 575w	Piano	☉R05+R132	
16	(32)			S4 PAR WFL 575w	Bk Blue DC	☉R80	
17	(6)			Source 4 36deg 575w	Saxophones	☉R05+R132	
18	(23)			S4 PAR WFL 575w	Bk Red DR	☉R26	
19	(33)			S4 PAR WFL 575w	Bk Blue DR	☉R80	
20	(46)			Source 4 36deg 575w	X Wm>	☉L206+R119	
21	(48)			Source 4 36deg 575w	X Cool>	☉L161+R119	
22	(6)			Source 4 36deg 575w	Saxophones	☉R05+R132	
23	(23)			S4 PAR WFL 575w	Bk Red DR	☉R26	
24	(33)			S4 PAR WFL 575w	Bk Blue DR	☉R80	
25	(50)			Source 4 36deg 575w	B/U>	N/C	G294
26	(46)			Source 4 50deg 575w	X Wm>	☉L206+R119	
27	(48)			Source 4 50deg 575w	X Cool>	☉L161+R119	
28	(50)			Source 4 50deg 575w	B/U>	N/C	G294

INSTRUMENT SCHEDULE

2/8/15

#2 Electric

U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(24)			S4 PAR WFL 575w	Bk Red MSL	● R26	
2	(34)			S4 PAR WFL 575w	Bk Blue MSL	● R80	
3	(7)			Source 4 36deg 575w	Trumpets	○ R05+R132	
4	(24)			S4 PAR WFL 575w	Bk Red MSL	● R26	
5	(34)			S4 PAR WFL 575w	Bk Blue MSL	● R80	
6	(7)			Source 4 36deg 575w	Trumpets	○ R05+R132	
7	(25)			S4 PAR WFL 575w	Bk Red MSC	● R26	
8	(8)			Source 4 36deg 575w	Drums	○ R05+R132	
9	(35)			S4 PAR WFL 575w	Bk Blue MSC	● R80	
10	(20)			Source 4 26deg 575w	Bass	○ R05+R132	
11	(9)			Source 4 36deg 575w	Vocals	○ R05+R132	
12	(26)			S4 PAR WFL 575w	Bk Red MSR	● R26	
13	(36)			S4 PAR WFL 575w	Bk Blue MSR	● R80	
14	(9)			Source 4 36deg 575w	Vocals	○ R05+R132	
15	(26)			S4 PAR WFL 575w	Bk Red MSR	● R26	
16	(36)			S4 PAR WFL 575w	Bk Blue MSR	● R80	

#3 Electric

U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(27)			S4 PAR WFL 575w	Bk Red Trumpets	● R26	
2	(37)			S4 PAR WFL 575w	Bk Blue Trumpets	● R80	
3	(27)			S4 PAR WFL 575w	Bk Red Trumpets	● R26	
4	(37)			S4 PAR WFL 575w	Bk Blue Trumpets	● R80	
5	(28)			S4 PAR WFL 575w	Bk Red Drums	● R26	
6	(38)			S4 PAR WFL 575w	Bk Blue Drums	● R80	
7	(29)			S4 PAR WFL 575w	Red Bk Sax	● R26	
8	(39)			S4 PAR WFL 575w	Blue Bk Sax	● R80	
9	(29)			S4 PAR WFL 575w	Red Bk Sax	● R26	
10	(39)			S4 PAR WFL 575w	Blue Bk Sax	● R80	

INSTRUMENT SCHEDULE

2/8/15

Box Boom Left

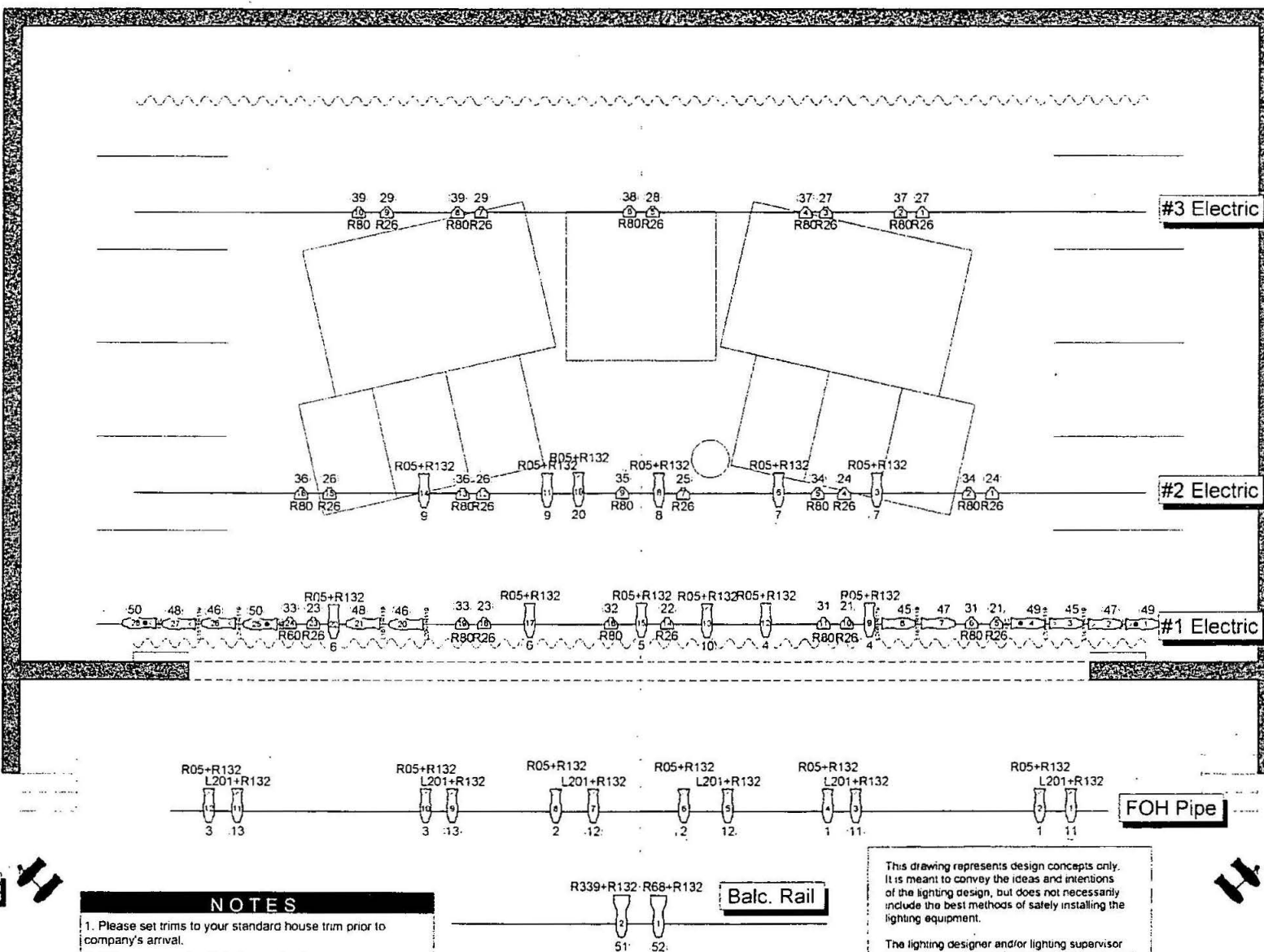
U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(73)			Source 4 19deg 575w	Bx Bm Cl Far<	⊗R57+R132	
2	(63)			Source 4 19deg 575w	Bx Bm Wm Far<	⊗R34+R132	
3	(72)			Source 4 26deg 575w	Bx Bm Cl Mid<	⊗R57+R132	
4	(62)			Source 4 26deg 575w	Bx Bm Wm Mid <	⊗R34+R132	
5	(71)			Source 4 36deg 575w	Bx Bm Cl Near <	⊗R57+R132	
6	(61)			Source 4 36deg 575w	Bx Bm Wm Near<	⊗R34+R132	

Box Boom Right

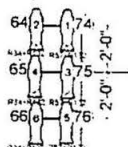
U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(74)			Source 4 19deg 575w	Bx Bm Cl Far>	⊗R57+R132	
2	(64)			Source 4 19deg 575w	Bx Bm Wm Far>	⊗R34+R132	
3	(75)			Source 4 26deg 575w	Bx Bm Cl Mid>	⊗R57+R132	
4	(65)			Source 4 26deg 575w	Bx Bm Wm Mid>	⊗R34+R132	
5	(76)			Source 4 36deg 575w	Bx Bm Cl Near>	⊗R57+R132	
6	(66)			Source 4 36deg 575w	Bx Bm Wm Near>	⊗R34+R132	

Balcony Rail

U#	Chan	Dm	Ckt	Inst Type & Access & Watt	Purpose	Color	Gobo
1	(52)			Source 4 10deg 575w	Sign Cool	⊗R68+R132	
2	(51)			Source 4 10deg 575w	Sign Wm	⊗R339+R132	

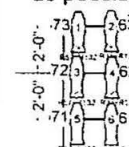


Hang as high as possible



Box Boom R

Hang as high as possible



Box Boom L

NOTES

1. Please set trims to your standard house trim prior to company's arrival.
2. All instruments should be hung, circuited, tested, with color and templates installed prior to company's arrival for load-in.
3. Please hang black borders to mask all electrics, and at least 3 sets of black velour legs sufficient to mask the wings. Preferably the legs and borders should have no fullness.
4. Please discuss any substitutions or limitations with lighting designer in advance.
5. Please adjust instruments accordingly so the beam spreads and spacing are appropriate for your theatre.
6. FOH instrument types may be whatever you regularly use in that position.
7. Please make sure there is a crossover just upstage of the traveller.

symbol key

- ETC Source 4 10" @ 575w
- ETC Source 4 19" @ 575w
- ETC Source 4 26" @ 575w
- ETC Source 4 36" @ 575w
- ETC Source 4 50" @ 575w
- ETC Source 4 Par WFL @ 575w

Legend:

- channel
- unit number
- indicates template

This drawing represents design concepts only. It is meant to convey the ideas and intentions of the lighting design, but does not necessarily include the best methods of safely installing the lighting equipment.

The lighting designer and/or lighting supervisor are not licensed as engineers or electricians, and make no claims as to the safety or suitability of these drawings for actual installation.

Bud Forrest Entertainment presents:

IN THE MOOD

Touring Light Plot

Director: Alex Sanchez
Lighting Designer: Jeff Greenberg

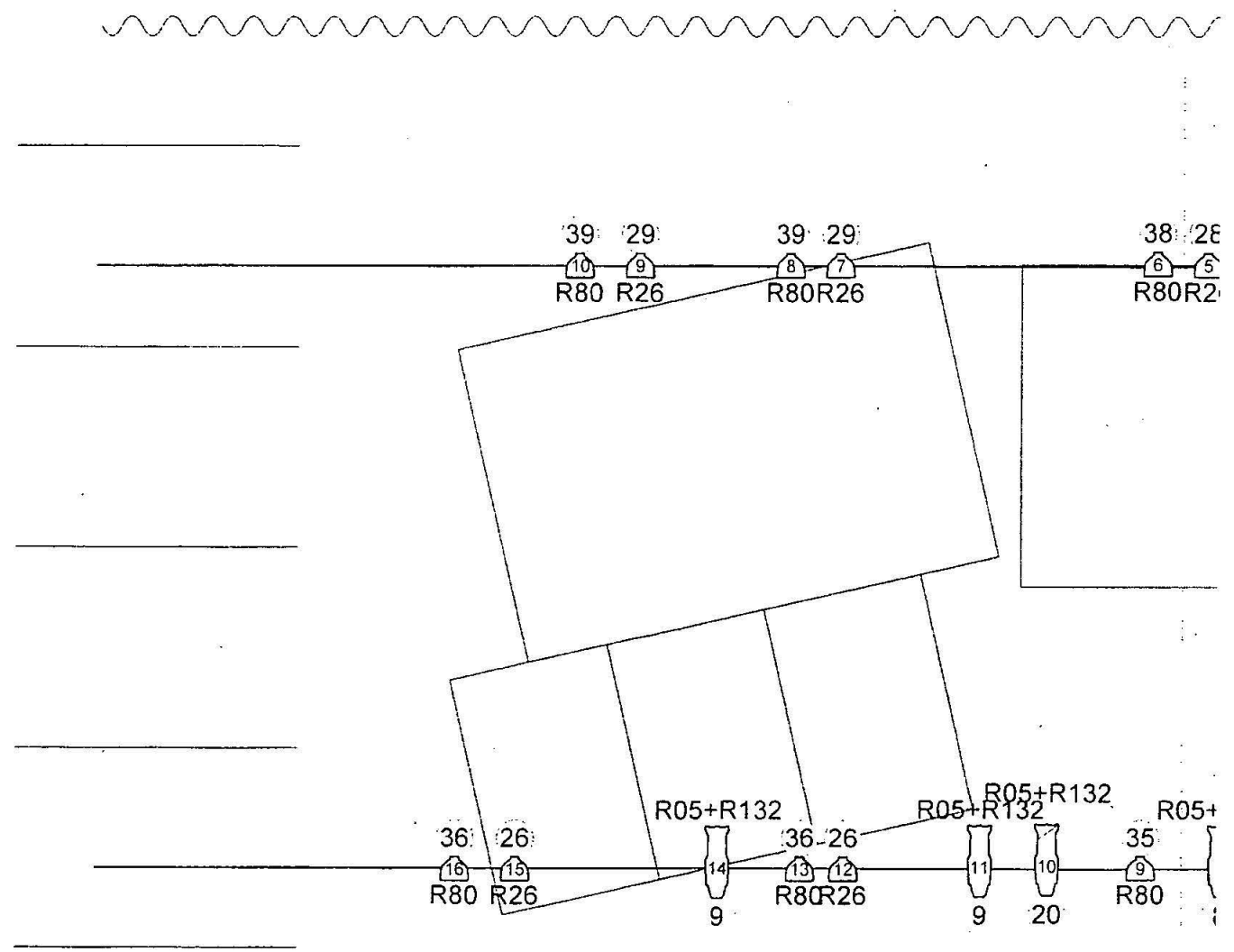
Date: 8/29/13

Scale: 1/4" = 1'-0"

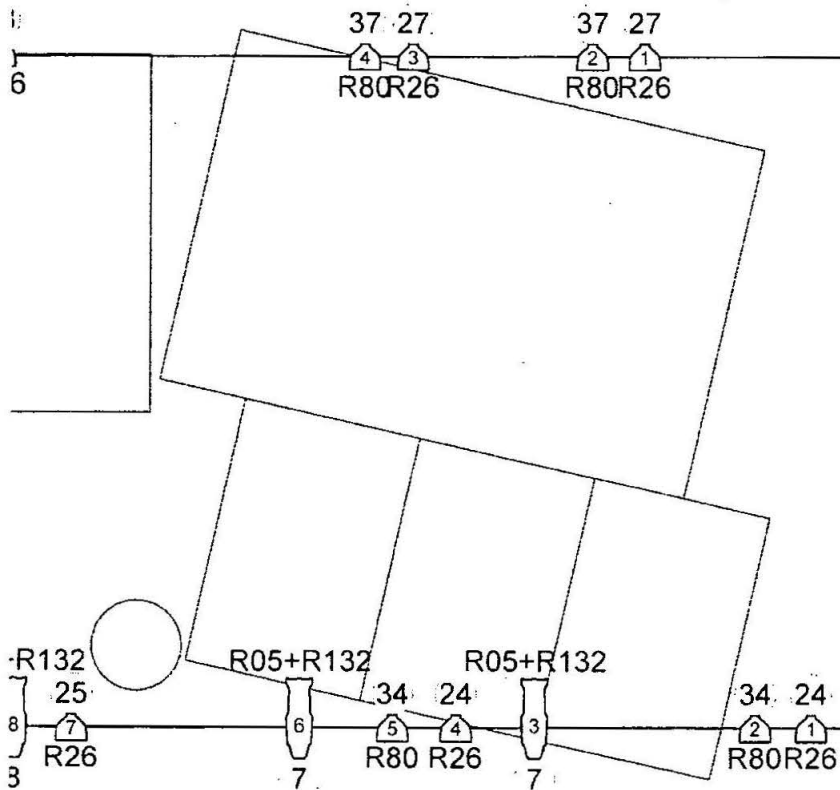
Plate:

1

of one



50 48 46 50 33 23 48 33 23 R05+R132 R05+R132 R05+R1

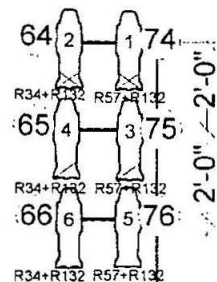


#3 Electric

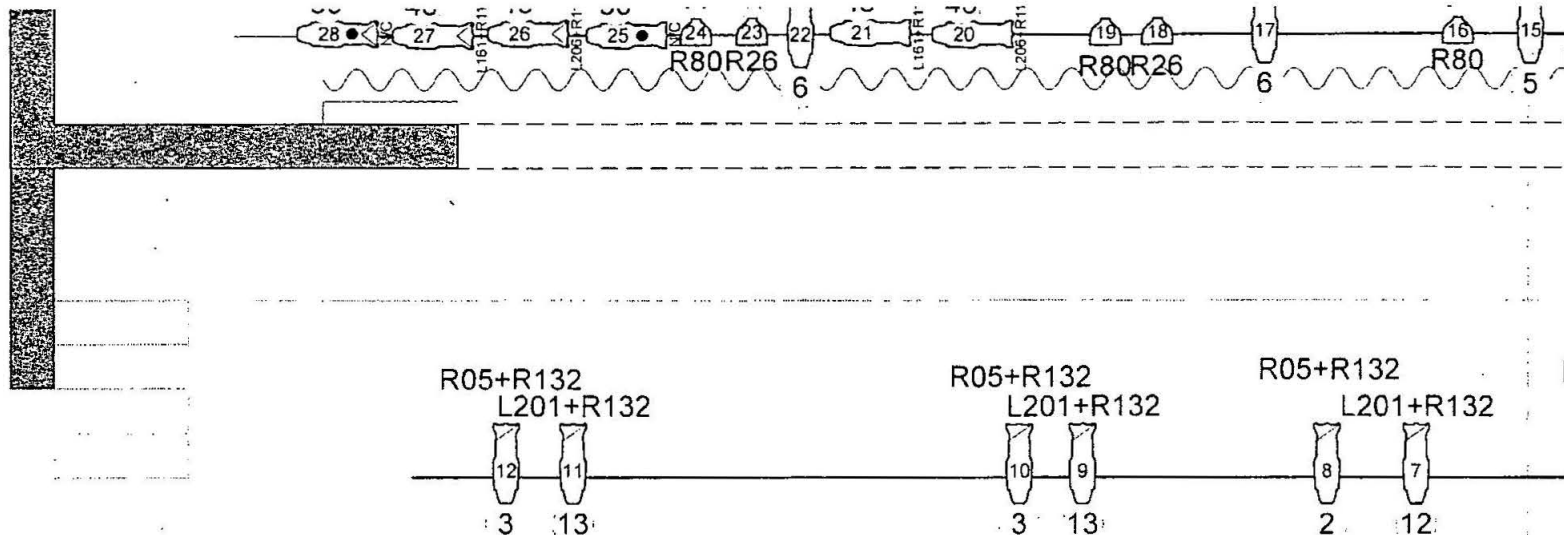
#2 Electric

32 R05+R132R05+R132 31 R05+R132 22 21 45 47 31 21 49 45 47 49

Hang as high
as possible



Box Boom R



NOTES

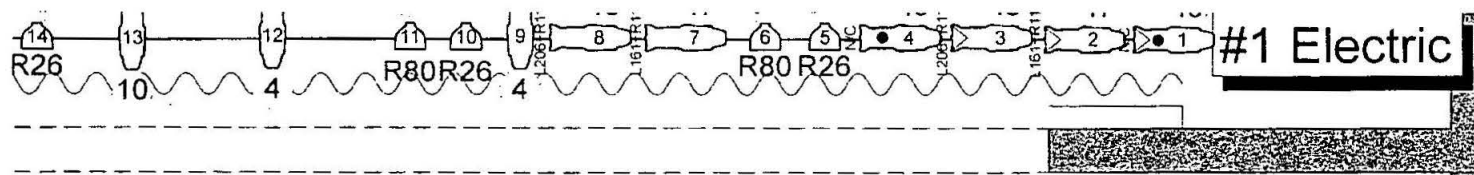
1. Please set trims to your standard house trim prior to company's arrival.
2. All instruments should be hung, circuited, tested, with color and templates installed prior to company's arrival for load-in.
3. Please hang black borders to mask all electrics, and at least 3 sets of black velour legs sufficient to mask the wings. Preferably the legs and borders should have no fullness.
4. Please discuss any substitutions or limitations with lighting designer in advance.
5. Please adjust instruments accordingly so the beam spreads and spacing are appropriate for your theatre.
6. FOH instrument types may be whatever you regularly use in that position.
7. Please make sure there is a crossover just upstage of the traveller.

symbol

- ETC Source
- ETC Source
- ETC Source
- ETC Source
- ETC Source
- ETC Source 4 F

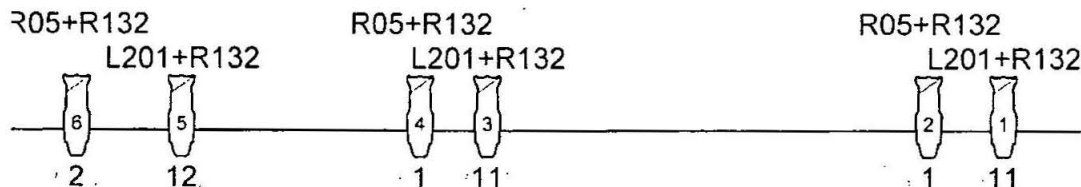
Legend:



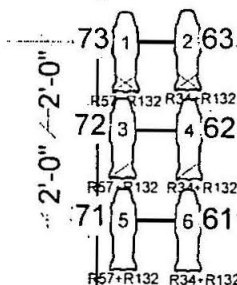


#1 Electric

Hang as high
as possible



FOH Pipe



Box Boom L

R8+R132

Balc. Rail

This drawing represents design concepts only. It is meant to convey the ideas and intentions of the lighting design, but does not necessarily include the best methods of safely installing the lighting equipment.

The lighting designer and/or lighting supervisor are not licensed as engineers or electricians, and make no claims as to the safety or suitability of these drawings for actual installation.

Key

4 10° @ 575w

4 19° @ 575w

4 26° @ 575w

4 36° @ 575w

4 50° @ 575w

Par WFL @ 575w

channel

unit number
indicates template

Bud Forrest Entertainment presents:



Touring Light Plot

Director: Alex Sanchez

Lighting Designer: Jeff Greenberg

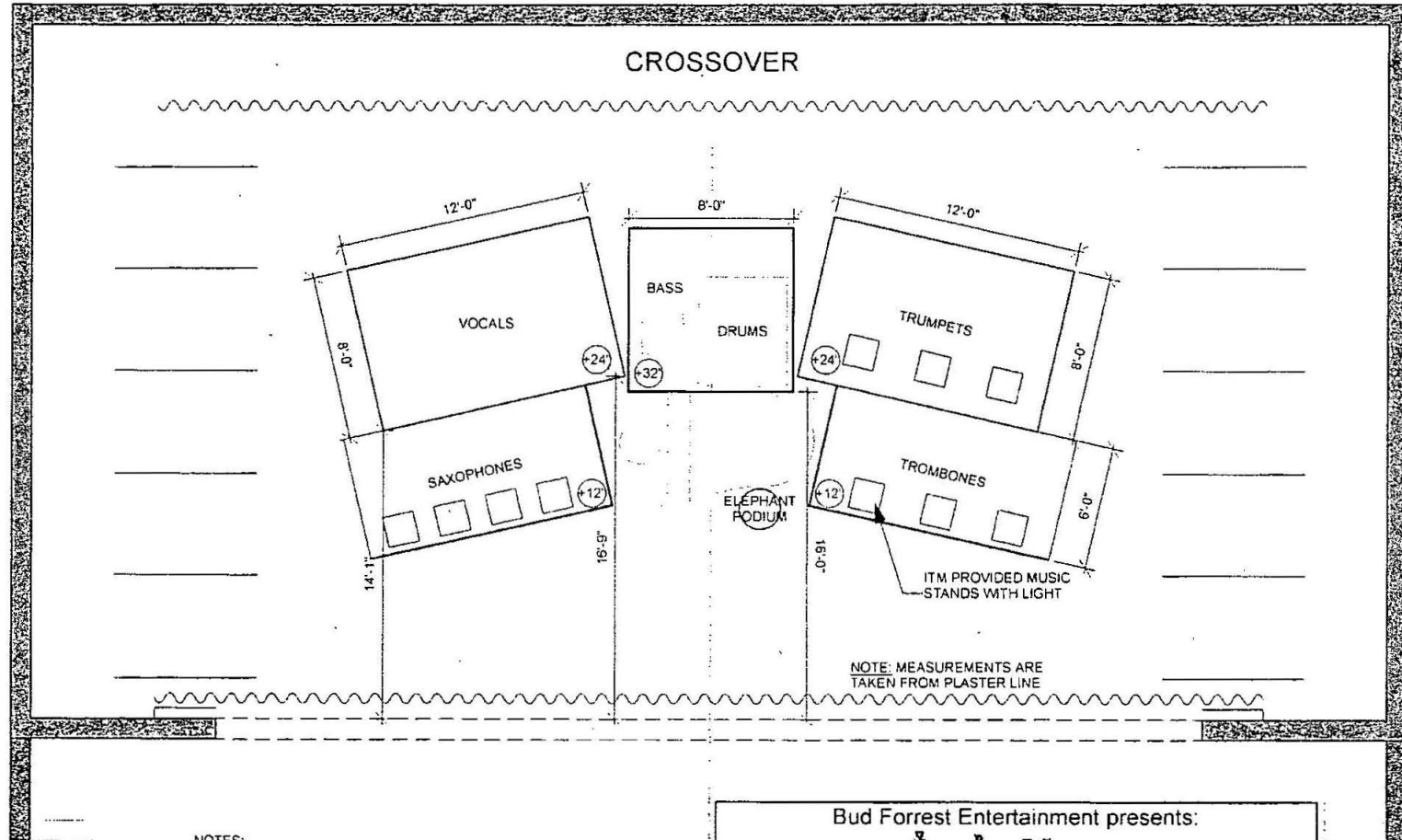
Date: 8/29/13

Scale: 1/4" = 1'-0"

Plate:

1

of one



NOTES:

1. SETUP IS TYPICAL TO MOST SPACES THAT MEASURE AT LEAST 36'W X 24'D
-THIS SETUP MAY BE ALTERED TO BETTER WORK IN VARIOUS SPACES OF DIFFERING SIZE
2. RISER PLACEMENT WILL BE FINALIZED BY PM UPON ARRIVAL
3. THERE NEEDS TO BE SPACE SL/SR FOR ENTRANCES
4. VENUE PROVIDES DRUM, TRUMPET, AND TROM. RISERS
-ALL OTHER RISERS ARE PROVIDED BY ITM
-PIANO AND STOOL IS PROVIDED BY ITM
-DRUM KIT, STOOL, BASS, AND BASS AMP PROVIDED BY ITM
5. VENUE PROVIDES 10 BLACK ORCHESTRA CHAIRS FOR STAGE
-NO METAL FOLDING CHAIRS
-13 ADDITIONAL CHAIRS WILL BE NEEDED FOR OFFSTAGE

Bud Forrest Entertainment presents:



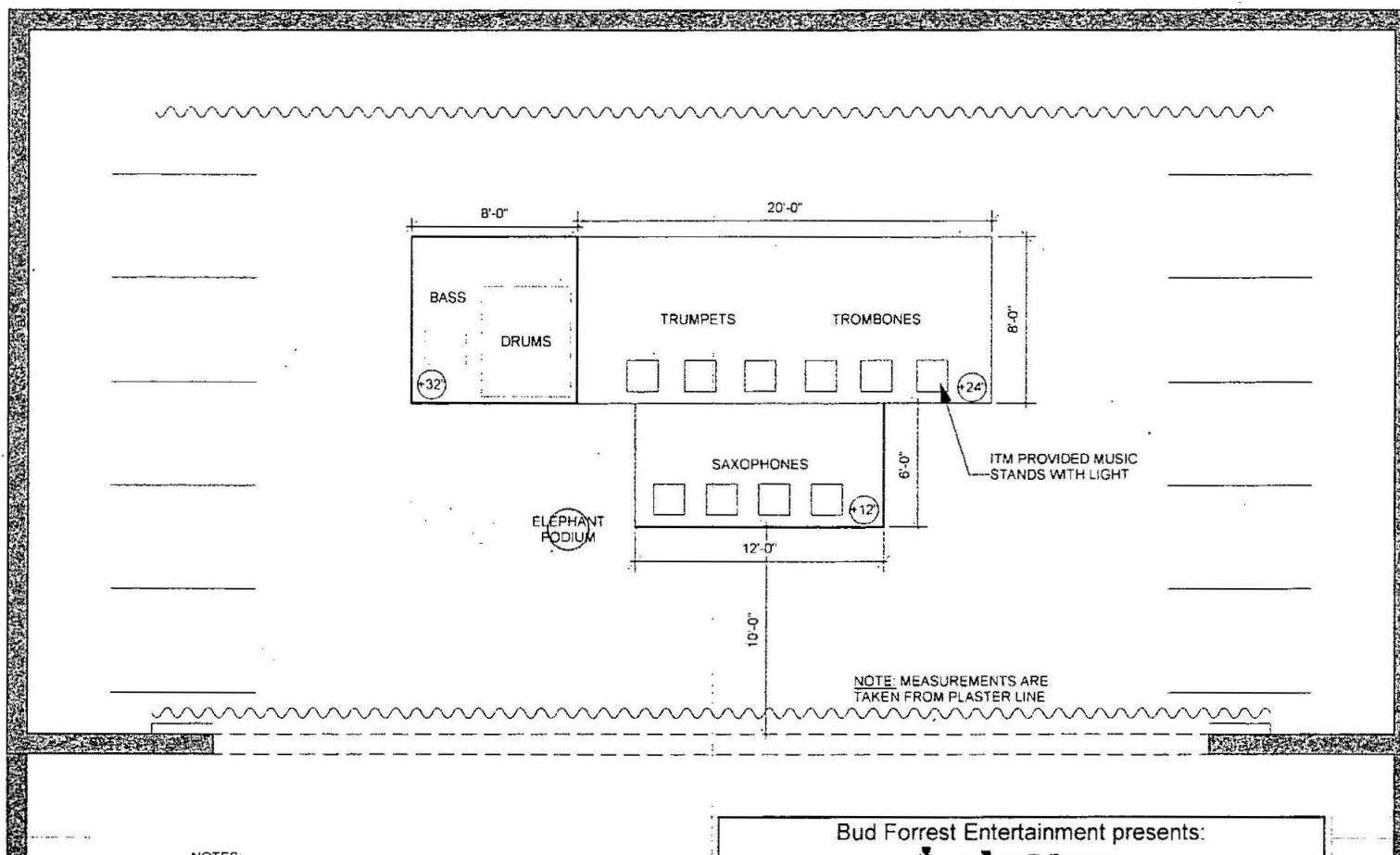
Stage Layout

Date: 12 April 2014 Scale: 1/8" = 1'-0"

Plate:

1

of one



NOTES:

1. ALTERNATE SETUP TO BE USED IN SMALL SPACES
-THIS IS A SUGGESTION AND WILL NEED TO BE ADAPTED TO WORK IN VARIOUS CONDITIONS
2. LEAVE AT LEAST 10' OF SPACE DOWN STAGE
3. THERE NEEDS TO BE SPACE SL/SR FOR ENTRANCES
4. VENUE PROVIDES DRUM, TRUMPET, AND TROM. RISERS
-ALL OTHER RISERS ARE PROVIDED BY ITM
-PIANO AND STOOL IS PROVIDED BY ITM
-DRUM KIT, STOOL, BASS, AND BASS AMP PROVIDED BY ITM

Bud Forrest Entertainment presents:



Alternate Stage Layout

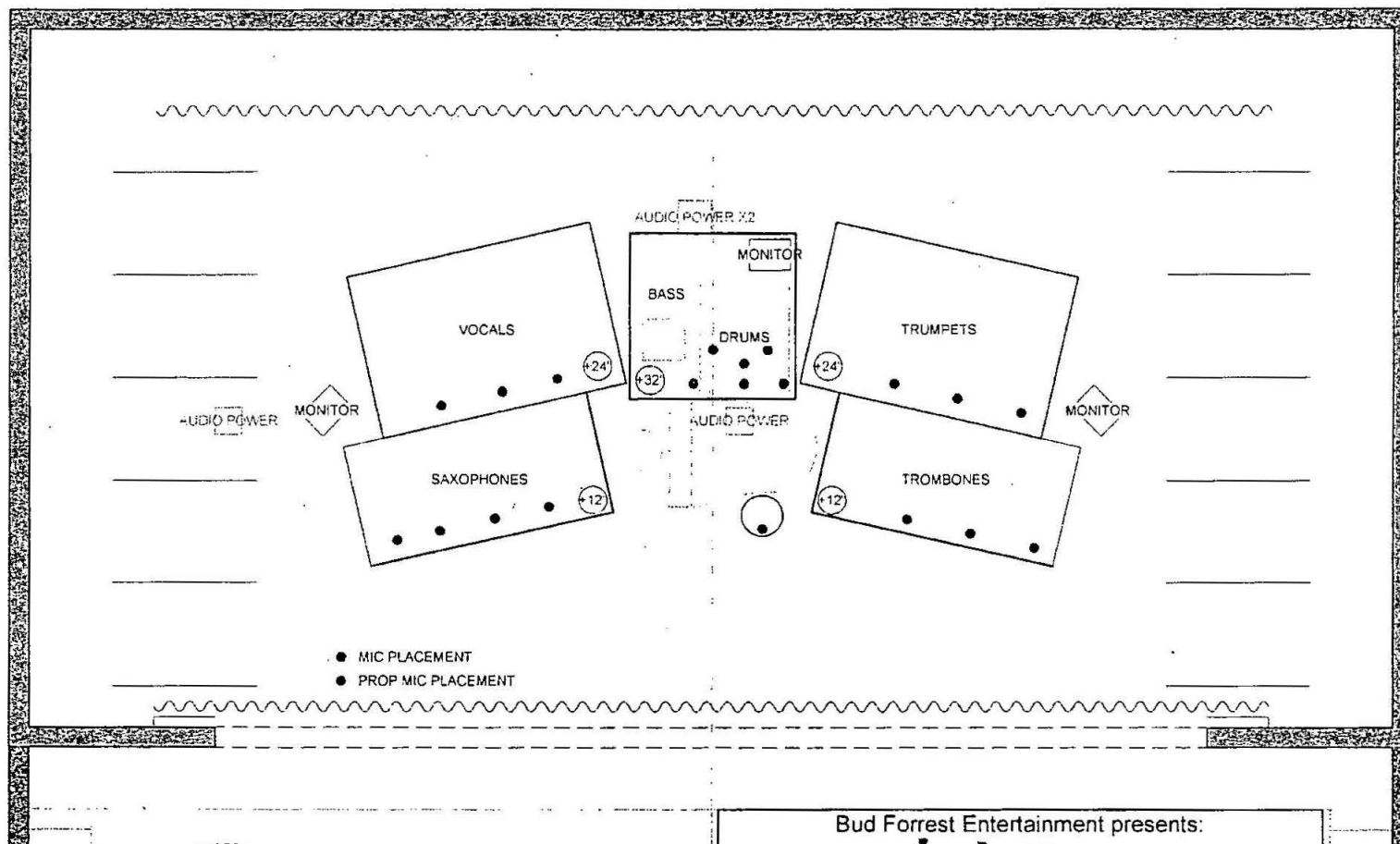
Date: 12 April 2014

Scale: 1/8" = 1'-0"

Plate:

1

of one



- NOTES:**
1. WIRELESS RACKS ARE TYPICALLY SET UP SR
 2. AUDIO POWER SHOULD BE AVAILABLE BUT NOT RUN UNTIL RISERS HAVE BEEN PLACED
 3. VENUE WILL PROVIDE 3 MONITORS WITH AMPS AND SEPARATE MIXES
 - VENUE WILL PROVIDE ASSOCIATED CABLES
 - MONITORS WILL BE MIXED FROM FOH CONSOLE
 - MONITORS SHOULD BE AVAILABLE BUT NOT PLACED AND CABLED UNTIL RISERS HAVE BEEN PLACED
 4. ITM PROVIDES ALL MIC STANDS, MICS, AND ASSOCIATED CABLES

Bud Forrest Entertainment presents:



SOUND PLOT

Date: 12 April 2014 Scale: 1/8" = 1'-0"

Plate:

1

of one

McAninch Arts Center at College of DuPage
CONTRACT / AGREEMENT RIDER

This Rider, dated **Monday, September 11, 2017**, is hereby made a part of the attached contract/agreement between **College of DuPage, McAninch Arts Center** (herein known as PURCHASER) and **Bud Forrest Entertainment, Inc. f/s/o IN THE MOOD** (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.
4. This rider when attached to the contract/ agreement and agreed to by both parties becomes a binding addendum to the performance agreement.
- 5a. Contract confidentiality will be honored to fullest extent of the law possible taking into consideration FOIA rights and regulations of government institutions.
- 5b. 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. College of DuPage will only accept electronic invoices, which can be in any format. Invoices must reference the COD Purchase Order Number. Invoices are to be e-mailed to invoicing@cod.edu. All payments are processed by check monthly or via ACH transfer on a bi-weekly basis.

Insurance / Indemnity / Cancellation / Force Majeure

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 by February 12, 2018, naming College of DuPage as Certificate Holder**. 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. The PURCHASER shall not be responsible for any items heretofore mentioned when prevented from doing so due to sickness, riots, strikes, epidemics, Acts of God, or any other legitimate conditions beyond the control of the PURCHASER. If such acts or conditions occur, the PURCHASER is not liable for any direct or consequential damages that the ARTIST, his/her group or Representative might suffer. ARTIST and ARTIST'S representative will make every attempt to reschedule any cancelled date.
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 reimburse the PURCHASER for its bona fide out of pocket expenses immediately upon presentation of a certified statement of such expenses to the ARTIST or his/her Agent.

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 certifies Center has obtained BMI, SESAC, and ASCAP licenses.
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.

Tobacco / Alcohol / Drug Clause

22. College of DuPage is a tobacco-free campus. Use of tobacco and tobacco-related products is prohibited on all College premises.
23. 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.
24. 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

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

Merchandising / Concessions

26. 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 of the PURCHASER. The PURCHASER shall receive 20% of the gross of all souvenir sales as a concession fee, payable in cash, upon the completion of sales. If PURCHASER provides seller, the concession fee shall be 30% of the gross sales. 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.

Marketing / Public Relations / Programs

27. 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.
28. 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.
29. 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

30. 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*

Diana Martinez
Director, McAninch Arts Center

By: *Bud Forrest*

Bud Forrest Entertainment, Inc. f/s/o IN THE
MOOD or Artist Representative

Date: 09/11/2017

Date: 10/4/17

By: *Brian W. Caputo*

Brian Caputo, VP Administration CFO
College of DuPage



Date: 9/20/17

McAninch Arts Center
Contact Information

Director - Diana Martinez	630-942-3007, martinezd59@cod.edu
Contracts/ Payment – Ellen McGowan	630-942-3009, mcgowan@cod.edu
Marketing Coordinator – Roland Raffel	630-942-2263, raffel@cod.edu
Box Office - Julie Elges	630-942-3017, elgesj@cod.edu
Production Advance – Joe Hopper	630-942-2913, hopper@cod.edu
Technical Advance - Bob Murr	630-942-4215, murrro@cod.edu
Education Coordinator – Janey Sarther	630-942-4525, sarther@cod.edu
Fax	630-942-3002
Ticket Office	630-942-4000
Web Site	atthamac.org

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: January 8, 2018
SUBJECT: Request for Manual Checks 4

Brian,

Please approve these manual check requests for payment to:

American Frame Corporation (Prepay for Frames)	2,916.60
Bud Forrest Entertainment (In the Mood Deposit 3/10/18)	4,800.00
Columbia Artists Management (Moscow Ballet 01/14/18)	38,000.00
Home Depot (Prepay College Theatre Lumber, Spring2018)	2,696.70

These vendors need payment asap. We cannot wait until the next check run on January 19.

Thank you for your help and understanding.

Ellen McGowan

Attachments



Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

0000
0000
0000

0000