



This contract between Susan O'Halloran and _____ confirms the following arrangements:

PROGRAM DATE/TIME: _____

PROGRAM SITE/ADDRESS: _____

NUMBER/TYPE OF PROGRAMS: _____

CONTACT PERSON / ADDRESS & PHONE: _____

FEES: Program _____
Travel _____
Food/Lodging _____
Total Fee* _____

Payment must be received 1 week prior to performance/workshop date. Make check payable to: O'Halloran Communications Tax ID: 36-4340435 (POB 7036, Evanston, IL 60204)

ILLINOIS ARTS TOUR GRANT*:

If you are an IL based non-profit organization, you are encouraged to apply for the IL Arts Tour Grant. You may qualify to receive reimbursement on a portion of our fee. However, our fee is not dependant on receipt of IL Arts Tour Funds. Illinois ArtsTour contact: Nora Kay Pelt 312-814-8715. Your application would be due by: _____.

Download a copy of the application at:
<http://www.state.il.us/agency/iac/Guidelines/Artstour01/Frontpages/application.pdf>

Download instructions for completing the application at:
<http://www.state.il.us/agency/iac/Guidelines/Artstour01/Frontpages/guidelines.htm>

REQUIREMENTS:

In Advance:

- _____ Copies of your publicity about the program (Sue would like to review any promotional materials **before they are printed** to assure her performance content is promoted accurately) due to O'Halloran Communication by: _____.
- _____ Confirm the **exact** amount of performance time
- _____ Map or directions to the program site (include parking and unloading sites)
- _____ Name of "Day Of" Contact Person – Where & When Sue Will Meet Them

Day of performance/workshop:

- _____ Smoke-free pre-performance and performance areas
- _____ No heavily-scented personal products, carpet or air fresheners
- _____ Bottled water and tissues available to Sue
- _____ Small stage or riser
- _____ Lights focused on stage (not directly overhead)
- _____ Product sales table and person
- _____ Flipcharts (with hard back for writing) and markers
- _____ Overhead projector
- _____ Video monitor
- _____ Seating arrangements discussed and decided
- _____ Handouts (Susan will send a master set two weeks prior to engagement for you to copy –
Client is responsible for making copies for their participants)
- _____ Other

Cancellation Policy

- If the performance is cancelled one month or less prior to contracted date, the producer will pay 100% of the fee.
- If the performance is cancelled 32 days or more before contracted date, producer will pay 50% of the agreed upon fee.

Mailing instructions

- Please sign and date your name

To: Susan O'Halloran P.O. Box 7036 Evanston, IL 60204.

- Send one copy of this contract to Susan O'Halloran **with directions to your site from Evanston, IL.**

I agree to the arrangements and requirements as listed in this contract that pertain to me as the producer.

Signed:

Date:

I agree to all arrangements and requirements as listed in this contract that pertain to me as the performer.

Signed:

Susan O'Halloran

Date: