



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 program date. Make check payable to: O'Halloran Communications Tax ID: 36-4340435 (POB 7036, Evanston, IL 60204)

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 program:

____ 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: