



# CONTRACT / RIDER

## OFFICE USE ONLY

Event Date \_\_\_\_\_  
Number of Shows \_\_\_\_\_  
Payment Method \_\_\_\_\_  
Date Received \_\_\_\_\_

It is our privilege to work with your school/organization. Our primary goal is to offer the best experience for your students, staff, and patrons. Here is the information that will help your Event Day run smoothly, efficiently, and with greatest impact. If any areas are unclear or appear to be difficult for your particular situation, please do not hesitate to contact our booking team.

Directions: *Please fill out completely*

**\*\*This form will be sent back to you if not filled out completely\*\***

### General Information

School/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone (Required): \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Event: (check one) \_\_\_\_\_ School Assembly \_\_\_\_\_ Conference \_\_\_\_\_ Youth Event \_\_\_\_\_ Other

If Other, please specify: \_\_\_\_\_

**PLEASE READ, COMPLETE AND SIGN EACH SECTION**

## Section I Cost

## Program Cost

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The Speak Life Event is **\$3,250** Event Day. All Access Productions is a registered 501©3 not for profit. All our staff and cast are unsalaried volunteers who give of their time to make our productions possible.

## Cost Includes

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- Unlimited Phone Consultation
- Promotional Materials
- Study Guide/Materials
- (Up to) 4 full length performances of *No More Victims* **40 min**
- Motivational Speaker **10 min**
- Q&A with Cast **10 min**
- One on one interactive time with the cast following the assemblies

## Deposit/Payment Options

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### Option 1

The Speak Life Event can be paid in full as soon as contracts are completed.

### Option 2

The Speak Life Event can be paid in 3 installments.

- \$500 deposit (upon booking)
- \$1,375 60 days prior to the Event Day
- \$1,375 final payment made on Event Day

All checks can be made payable to: All Access Productions  
All checks can be sent to: 780 Greenlawn Ave  
Islip Terrace, NY 11752

### Option 3

The Speak Life Event is registered with Nassau, Western Suffolk, and Eastern Suffolk BOCES

Type of Payment Option (check one)

Option 1 \_\_\_\_\_ Option 2 \_\_\_\_\_ Option 3 \_\_\_\_\_

AGREED AND ACCEPTED BY \_\_\_\_\_

# Section II

## The Speak Life Event Day

## Arrival

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- Arrival time will be **2 ½ hrs** before the first performance time
- All Access ***requires*** that the Event Coordinator be present upon our arrival to review and discuss details of the day

## Parking

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- All Access Productions arrives with a 20' box truck and two 12 passenger vans

## Load in/Set up

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- Licensed Electrician (or equivalent) is required for set up \*Please see power requirements\*
- Load in location should be in close proximity to the stage, preferably a stage door

## Stage

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- Theater/Auditorium stage is preferable
- Minimum 16' Ceiling requirements
- 16' x 30' cleared, flat space on stage, plus additional wing space

## Power

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- Required access to the breaker panel
- All Access Productions uses a 100 amp distribution panel that connects to the main breaker
- Licensed Electrician (or equivalent) is ***required*** to plug in power to the main breaker (they must be present upon our arrival and when we disconnect)

## Equipment

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- Venue does NOT need to provide any sound or lighting equipment

## Changing Rooms

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- 2 private changing rooms are requested (to accommodate 25 actors)
- Rooms should be in close proximity to the stage and not accessible by students or other patrons

## Merchandise

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- Merchandise table to set up outside of the auditorium or near the cafeteria. All Access Productions provides their own table and people to set up, tear down, and man throughout the day

## Meals

-All Access Productions requires that meals be provided by school/organization. Please speak directly to our Booking Manager regarding meals.

### The Speak Life Event Day Information

Date of Performance \_\_\_\_\_ Number of Shows (up to 3) \_\_\_\_\_

Show Times: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

If scheduling allows, would you like to schedule an evening performance at your venue?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If Yes, Time: \_\_\_\_\_

How many students will attend our program: \_\_\_\_\_

\*Please check with our Booking Manager for availability. Community Performances must be on the same day as morning bookings and at the same location (*nonnegotiable*).

Event Day Coordinator: \_\_\_\_\_ Title: \_\_\_\_\_

Load in location/Specific instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will the stage be clear of **all** set pieces?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If No, please specify: \_\_\_\_\_

Electrician Name: \_\_\_\_\_ Arrival Time (on Event Day) \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Changing Room Locations

Boys: \_\_\_\_\_

Girls: \_\_\_\_\_

AGREED AND ACCEPTED BY \_\_\_\_\_

# Section III

## SECURITY/MEDIA/CANCELLATION

### Safety/Security

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-For the safety of your students, each member of our company has been screened with a formal Background Check along with comprehensive training working with students. All Access Productions provides a security list of every team member who will be in your building on the Event Day. Each member will wear cast shirts and ID badges when not in the auditorium. If you have specific concerns/questions, please reach out to our Booking Manager.

### Media

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-With permission, photos and videos will be taken throughout the Event Day. If parental consent forms are needed, they can be sent to you in advance. No photographs or video will be taken or used without expressed parental consent.

Media Consent

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Please send parental consent form: \_\_\_\_\_

### Event Cancellation

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If the booked Event Day needs to be cancelled or moved, please contact our Booking Manager immediately. Events cancelled or changed less than 6 weeks out are subject to a \$500 charge. Weather related cancellations will be accommodated.

AGREED AND ACCEPTED BY \_\_\_\_\_

# Section IV

## Contract Signing

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Requests of the Contract/Rider are mandatory to ensure a smooth professional Event Day. In the event that all of these requirements cannot be met, contact our Booking Manager as soon as you are aware of the situation.

I, the undersigned, have read, understand and initialed the contents of this Contract Rider and accept the responsibility of fulfilling all requirements therein.

PLEASE SIGN AND RETURN TO:

Mail: All Access Productions  
P.O Box 663  
Smithtown, NY 11787

Email: [brittani@allaccessproductions.org](mailto:brittani@allaccessproductions.org)

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Signature of Event Coordinator

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Sponsoring School/Organization

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Date