

NAME OF SCHOOL, DATE OF EVENT, VENUE NAME AFTER-GRAD PERFORMER AGREEMENT

Please review this agreement and advise of any incorrect or missing information

Supplier:	Contact Name			
Office Tel:	Local Office Number	Email:		Cell:
AG Contact - Prior to Event:		Email:	Phone:	Cell:
AG Contact - During Event:		Email:	Phone:	Cell:
Venue Contact – During Event			Office:	Cell:

EVENT OVERVIEW:

The After-Grad is a **parent operated**, school supported event, designed to provide our grads with a **safe, drug, and alcohol free** event. Grads will be transferred to/from the event by **mode of transfer** and they will remain at the event from **event timing**. All grads/guests will be identified by wristbands.

EVENT DETAILS:

Event Date: Date of the event
Event Time: Timing of the event – may use the Event Flow timing here
Number of Guests: Total number of guests
Venue: Venue Name
Supplier Location: Location within the venue, i.e. nightclub, main concourse, games room
Directions & Parking:
Load In/Access: Details on how the performer can access the venue and in particular the location, for example, the nightclub may have a loading dock/bay
Tear Down/Strike: Timing and instructions regarding the tear down of equipment, pickups for rentals etc

PRODUCT/ SERVICE DETAILS:

Talent/performance: List what is included in the performance contract, including call time, breaks schedule, type of performance and inclusions
Tech Requirements: List tech requirements here or refer to the “rider” you have in hand
Dress Code: Expectations as well as “theme” dress requests
Green Room: List where he/she can change, refresh, practice etc.
Cost: List all costs associated with performance including travel, parking, expenses, taxes etc.
Payment: How & when payment will be made – by cheque, credit card, onsite or following the event etc.

ADDITIONAL NOTES and QUESTIONS:

- ✓ Please forward an invoice immediately if you require payment on event day
- ✓ Please forward a copy of your Insurance Certificate by email or fax