

Mike Wiley Prods • venue offer/info data form

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Please complete the following offer-info form for an engagement with Mike Wiley and return by email to sharon@mikewileyproductions.com. See presenter resources on the Overview page and in the Presenter Toolkit at www.MikeWileyProductions.com. Call to discuss any items in question.

1. Date offer submitted to Mike Wiley Productions:

2. Type of engagement:

- Live performance on site with live audience; venue capacity _____
 Live performance to be hosted off-site but streamed to your audience
 Streamed event in virtual format for up to two-week streaming window

3. Selected performance: (pls. indicate choice)

JACKIE ROBINSON - A GAME APART: Virtual film 31 min.; live 45-55 min.
FIRE OF FREEDOM - THE STORY OF ABRAHAM GALLOWAY: virtual 46 minutes; live 50-60 min.
BLOOD DONE SIGN MY NAME: virtual 84 minutes; live 90-95 min.; in condensed or full version
ONE NOBLE JOURNEY - A BOX MARKED FREEDOM: virtual 47 min.; live 50-70 min; condensed or full version
DAR HE - THE STORY OF EMMETT TILL: virtual 74 min.; live 75-85 min.; condensed or full version
BREACH OF PEACE - STORIES OF THE FREEDOM RIDERS OF 1961: virtual 45 min.; live approx. 55-70 minutes
TIRED SOULS - THE MONTGOMERY BUS BOYCOTT: virtual 35 min.; live 45-55 min.
CHANGING SAME - THE COLD-BLOODED MURDER OF BOOKER T. SPICELY: live only; 70 min.; condensed/full
BROWN V. BOARD OF EDUCATION (in virtual format only, 35 min. not in current live touring repertoire)
WE CAN BE HEROES (inspirational address) live only, 20-30 min.
Custom multi-day residency (includes performance/s & workshops)

4. Day/s of week and date/s of desired event/s:

5. If virtual streamed event:

- a. option of live interactive talkback to be added @ \$200 each?
b. Day/date/time preferred for talkback?
c. Videoconference provider/platform?
b. Maximum number of videoconference participants under videoconference plan?
c. Name & contact info for your digital coordinator who will be handling this programming?

6. Live curtain or screening time/s daytime: evening:

7. Purchasing organization name:

8. Official mailing address:

9. City, State, Zip:

10. Programming/administrative contact & title:

11: Office tel/mobile/email:

12. Website:

13. Venue (name & street address, if different):

14. Loading dock address, if different from venue address above:

15. Box Office tel & web address:

16. Grade level/s, if student audience/school performance:

17. Contract signer same as above? If not, pls provide:

18. Chief technical services/production contact with name, mobile & email:

7. Event/Artist expense: *Please confirm with Mike Wiley Productions in advance of submitting offer:*

Compensation agreed for this engagement: Performance fee total \$ _____ plus travel subsidy if applicable @ \$ _____ plus total meal buyouts @ \$ _____ plus hotel lodging @ _____ rooms for # _____ nights, check-in date _____; check-out date _____, plus arrival/load-in hospitality as outlined. Please provide information requested on following page.

NOTE: Payment in full is to be received by mail in advance per contract, or no later than one hour prior to curtain time of the first scheduled performance or virtual screening, if payment hand-delivered on site. Please initial which payment method you will use from the options listed below. This agreed-upon payment process and due date will be specified in your contract to be issued. If you are unable for formally guarantee one of payment options below or are unable to meet hospitality or lodging specifications outlined, please call Tracy Francis at 919.360-1750 prior to submitting your offer form to discuss extenuating circumstances. Thank you.

A. Artist-fee payment options:

As stated, your executed contract serves as official invoice, with contract # indicated service as invoice #. If you utilize a Purchase Order or requisition system, please make sure to file such in-house requests in adequate time to meet the payment by the contractually binding date of receipt specified. Payment must be in-hand prior to actual performance for the Artist's performance to occur. Please indicate your chosen method of payment below:

____ **A-1: * Preferred by Artist;** Payment by company check mailed to office of Mike Wiley Productions, with guaranteed delivery by date specified. Must be received by day prior to scheduled performance or as specified on contract. Mike Wiley Productions will notify presenter by email when payment received. If payment has not been received as contracted, Artist may not be obligated to perform.

____ **A-2:** Payment by company check to be hand-delivered to Artist or Artist's production manager on site, no later than one hour prior to curtain time of first performance. If payment has not been received as contracted, Artist may not be obligated to perform.

B. Artist Hospitality:

Artists will be spending time in travel and on site preparing for your performance. Artist's hospitality described is not optional and must be provided as outlined unless other arrangements have been approved prior to issuing contact. Most performances will involve a two-person company - Mike Wiley plus the production manager. A couple of productions may travel with up to a total of four persons and, upon occasion, Mike Wiley may be traveling solo. Light hospitality at load-in plus provision for dinner or between-show meal as described are contractual for any public performance setting. Exceptions may apply to secondary school daytime student performances, upon prior discussion and approval.

At load in: Hot water for tea (with assorted teabags) and coffee, with sugar, sugar substitutes, honey, lemon, and milk. Additionally, 6 cans of flavored Bubly, La Croix or the like; 2 bottles Simply Lemonade, 1 bottle of available 'sports-drink' (flavored Gatorade); and a variety of fresh fruits (not 'prepared') - whole apples, bananas, oranges, grapes and or blueberries, with an assortment of Lays chips, Cheetos, Doritos, Kind Bars, Trail Mix, etc. Minimum of six bottles of cold still bottled water should be provided.

Between-show or post-performance meal: Please initial your choice from the following options. Due to personal dietary needs, Mike and company members prefer to have their dinner off-site following the performance, by receipt of a \$25 per-person meal buy-out per person from the venue. This way, it is less work for host presenters and enables company members to be on their own for their individual dinner choices once they depart the venue. Buyout may be (preferred choice) requested to be rolled into inclusive contractual performance fee when contract is issued _____ or delivered by cash or check (payable to Mike Wiley Productions) to Mr. Wiley or his production manager on company's arrival _____.

Accommodations: In most instances, two hotel rooms will be required. Number of hotel nights required is dictated by performance schedule and routing. In most instances, two hotel rooms will be required. Hotel rooms must have private baths, in-room temperature control and wifi, with minimal standards comparable to Hampton Inn or Holiday Inn Express. Whenever possible, hotel should offer an exercise room/workout facility (with such facilities being required for extended run/multi-day performance schedules.) All accommodations to be approved by Artist, with advance notification provided to Artist to include hotel name, address, website, phone, and confirmation number. Bed-and-breakfast inns or private two-bedroom short-term rental accommodations are acceptable as a final option IF an appropriate hotel is not within convenient distance of venue. This option must be approved by Artist in advance of booking or confirmation. No shared accommodation settings permitted. Neither private home lodging nor Airbnb lodging that is not private space with private entrance and private bath is acceptable.

Signature: _____ . Date submitted: _____