

BEN GLENN

Rider

Revised 1/20/11

Dear Event Organizer,

Thanks so much for providing Ben Glenn with an opportunity to speak to and perform for your group. On the following few pages you will find information that will help ensure that from booking through the event, things run smoothly and that Ben has everything he needs to help make your event a complete success. It is vital that you do everything in your power to meet these requests. If you see that there will be a problem with any of the items listed in this rider, please contact Polina Osherov at your earliest convenience.

We thank you in advance for your help and hard work with the items listed in this rider. We know it may sound like a lot, but you will find that the day will be much easier if these things are taken care of properly.

To further support your efforts to create the best possible event experience for your audience, one of our staff will be contacting you a few days before the event to go over any details and to answer last minute questions.

Information:

CMI, Inc
O: 800.763.2609
F: 800.417.1922

Technical set-up questions:

Polina Osherov
polina@simpleadhd.org
mobile: 317.752.1476

SET-UP REQUIREMENTS

Stage/Seating

Please allow an area of at least 16 feet wide and 15 feet deep for the presentation. Make sure that the ceiling clearance is at least 10 feet high. Please do not seat audience closer than 15 feet from the easel.

If the presentation is taking place in a gymnasium, seat all the participants along just one side of the gym and on the floor if necessary. DO NOT seat the audience on both sides of the gymnasium with the presenter on the floor between them.

If the stage is shared with other artists/performers

Ben needs to be able to set up **center stage**. If there is a band performing at your event, please make sure that they understand Ben's set up requirements ahead of time, so that their equipment does not have to be moved when he arrives.

Because of the specialized nature of Ben's presentation, it would be helpful if he could set up or at the very least discuss his set-up with the other performers **before** they set-up.

If Ben will be sharing the stage with a band, cheap plastic tarps should be purchased to place over drum kit, key board and other band equipment. Be sure to have volunteers to help with this before Ben's presentation.

A/V

Please provide a good quality sound system: Speakers, amplifier, sound board & **wireless handheld mic**.

VERY IMPORTANT: Please have a microphone cord (XLR Cable) plugged into your house sound system running to the middle of the stage/gymnasium. Ben will use this cable to plug into a direct box which will be used to play his own music via an Ipod. **NOTE:** The Ipod will need to be at the front of the stage to allow Ben to stop and start his drawing music. Make sure that if your event is in a gymnasium your microphone cord (XLR Cable) is long enough to reach the center of the gym floor in front of the bleachers where the audience will be seated.

Lighting

Ben requires regular stage lighting while he's speaking, and some directional stage lighting on his canvas while he is drawing; NOT a big spotlight from the back of the room.

If your event is using a professional lighting crew, they will need to direct a few of their lights onto Ben's Art Canvas that will be placed center stage, to ensure that all the attendees can see Ben's drawing performance.

NOTE: Hotel Ballrooms do not come with adequate stage lighting. Be sure to make arrangements to light the stage area with your hotel or local A/V rental company. **You cannot enjoy what you cannot see.**

For smaller events/facilities where a professional sound/lighting set-up is not available, Ben can bring a small portable light to illuminate his drawing canvas. This light only illuminates the canvas and not Ben while he is speaking. (If he is traveling outside of the US, due to weight restrictions he cannot bring this light).

NOTE: If your event is going to be held in a gym then you will need to provide an extension cord that is long enough to reach the middle of the gym in front of the bleachers where the audience will be seated. Ben will use his small light in addition to the light already in the gym to illuminate his canvas.

The Frame

You will need to construct the frame that Ben will use in his presentation and stretch the canvas. Instructions for building the frame and stretching the sheet are at the end of this rider and a link to a video showing how to properly stretch the canvas is included in the email that was sent to you with your contract.

VERY IMPORTANT: Please build the frame **EXACTLY** as described in the instructions. Different thickness wood, additional brackets, mitered edges – all these things while appearing to be helpful actually make the frame unusable and will require for it to be re-constructed.

SUPPLIES FOR THE FRAME:

1. 4 pine wood slats measuring 1X4 inches. Make sure they are not cracked or warped. Two slats should be 8 feet long and two should be 6 feet long. This wood is used to build the frame.
2. A FLAT, BLACK or NAVY, Queen-size bed sheet. Depending on the event it is possible that a WHITE or TAN, Queen-size bed sheet will be needed. Our staff will inform you ahead time if that is the case.

NOTE: Flannel or sateen sheets will not work instead a regular cotton or cotton/poly mix is all that's needed. Wal-mart usually sells single flat sheets whereas most other stores sell full sets. Look for the Mainstay brand. Suitable sheets have also been found at Target or K-mart.

Ben requires a separate frame for EVERY presentation that he does, UNLESS otherwise agreed on before the event.

SUPPLIES FOR DRAWING LEGS (FOR FLYING EVENTS ONLY)

Due to baggage restrictions Ben will need supplies to build legs to attach to the drawing canvas.

He will need 4 pine wood slats measuring 1x4 inches. These slats need to be a straight as possible. Two slats need to be 6 feet long and two slats should be 8 feet long. The two 8 foot long slates need to be cut in half (this can be done at the hardware store before you check out). You should end up with four 4-foot slats.

NOTE: You only need to provide the supplies for the legs, Ben will build them. If you prefer for Ben to bring his own legs, there will be a \$75 charge added to your final invoice to cover the airplane baggage fees.

Other very important items you need to provide

1. Two* 8x12/9x12 drop cloths. **IMPORTANT: Please purchase a drop cloth that has fabric/paper on one side and poly backing**.** Here are some excellent options:
 - a. Gotcha Covered Absorbent Drop Cloth (Kimberly-Clark model#:77196)
 - b. Finish Factor Heavy Duty Paper Plastic Drop Cloth (Finish Factor Model: 02612/12FF)
 - c. Dupont One Tuff Dropcloth (Trimaco Model # 90019)

All of the above can be readily ordered from a number of online stores and are probably available at your local Hardware.

*Multiple presentations may require multiple drop cloths.

** Ben works with Chalk during his art performance. Chalk will not stick to plastic tarps and can be tracked around. Plain fabric drop cloths slide around on wood

stages and gym floors. The fabric/poly backed drop cloth sticks to the floor and catches the dust.

2. Ben's drawings are a mini-work out so a couple of bottles of water per presentation will greatly appreciated.
3. Since Ben draws on the front end of most of his events he gets very dirty and sweaty. So while you are at Wal-mart please grab two hand towels so he can clean his face off after his drawing before he speaks to your group; once again the mainstay brand works best.
4. Please provide 1 heavy duty 50 foot long (or however long it needs to be to reach the middle of the stage area) extension cord (3 pronged), so Ben can plug in his projector for the lightshow portion of this presentation. (this is in addition to the extension cord Ben needs to plug in his Ipod.) NOTE: If your group is larger than 1000 then you will also need to provide a projector 3,000+ lumens.

LOGISTICS

Event Parking/Venue Access

If your event is taking place in a large facility with multiple entry points and parking amenities, please provide a detailed map or directions where Ben can park so that he is as close as possible to backstage to bring in his equipment. If parking/access passes are needed to enter the facility/parking garage, please provide those ahead of time.

Arrival at Event

Ben usually arrives at the event location 45 minutes before doors open. If you need him there sooner, please let us know. We ask that you arrange for someone to meet Ben when he arrives at your facility at a pre-determined place and time. Make sure that this person has a mobile phone and is readily accessible in case of an emergency. Provide us with this person's name and phone number ahead of time. Also, please have ONE volunteer available to help Ben load in and out, aid with set-up and be a gopher if the need arises.

Hotel

Unless pre-arranged otherwise, **Ben's office** will make his arrangements for a hotel. If you are asked to make the arrangements, please reserve two rooms and provide us with all the hotel information (name, address, phone number, etc), as well as the confirmation numbers ahead of time. Have the room key waiting for him at the check-in/reception area. Ben's room preference is non-smoking, king, close to the elevator.

Ground transportation

Ben prefers to rent a car and does not need to be picked up at the airport or have a driver assigned to him.

Directions to Event Location

Unless your event location is very difficult to find or there is extensive construction going on around the event location, our office will put together Ben's directions.

Green Room

If Ben has multiple events throughout the day at your venue and there will be ample down time then a Green Room would be very helpful. This area should be as close to the stage as possible and absolutely private. There should also be a private restroom as close to the Green Room as possible. This room should have a least two chairs as well as some water

and if you can swing a few healthy snacks (fruit, granola bars, **Ben's a big fan of Cheese Chex Mix**), Ben would be blessed!

Sound Check/Set-up

Ben requires about 30-45 minutes for set up and a sound check (assuming all his A/V requirements are met and the frame is ready and waiting for him). He prefers to set up in **private**. This means that he has the stage all to himself (no simultaneous sound checks by other performers) and no audience watching while he sets up. If yours is a large event with multiple presenters/bands, please allot at least a 10 minute slot of **private** time for Ben's set-up and sound check. Please advise us of the time when Ben needs to set-up before the day of the event.

Promotional Tools

Please feel free to use any content from Ben's Press Kit which can be downloaded on our website – www.simpleadhdexpert.com. When visiting the site, you can also download images of Ben.

FINANCES & PRODUCT

Expenses

If you are paying for expenses separately from the speaking fee, normal expenses for hosting Ben Glenn include airfare, rental car, gas, hotel, meals and incidentals for two people. Due to Ben's travel schedule and event preparation, he prefers to eat meals on his own. An invoice for the expenses will be emailed to you prior to the event. **IMPORTANT:** If you require actual receipts to reimburse expenses, please let us know ahead of time – Ben charges everything to a credit card and does not normally keep any receipts to minimize paper clutter in the office.

Merchandise

Please provide 1 eight foot table for merchandize – Ben has inexpensive, high-quality merchandize (books, posters, DVDs), as well as promotional materials that he would like to make available to your group following his presentation. If possible, let your group know that Ben will have a resource table and that they may want to bring \$5-20 to the event.

It is extremely helpful if you arrange for the table to be available before Ben arrives. Please understand that if Ben is not permitted to sell his merchandize, this may mean an increase in the honorarium in accordance with Ben's "Personal Appearance Contract".

Depending on the size of the group, Ben will need ONE or TWO trustworthy individuals to assist him in running the sales table. These people should arrive 30 minutes before the beginning of the event to introduce themselves to Ben. ****Please note that if there are any percentages/ taxes taken by the venue, it is important that this is discussed with the booking coordinator prior to the event.**

Settlement

All payments should be made via cash or non-personal check. Checks should be made payable to **CMI**. CMI is a Corporation. Our EIN can be found on your contract. Final payment can be mailed in prior to the event or at the latest, given to Ben (or his road manager) **PRIOR** to performance time, unless other arrangements have been made in advance. If you prefer to pay by Credit Card, please note that there will be a 3% surcharge

to cover the credit card merchant fees. Contact Polina to make arrangements to pay by credit card (polina@simpleadhd.org).

Performance/Reproduction of Show

No portion of any Ben's performance may be broadcast, recorded, filmed, or taped in any form for any purpose without prior written permission of Chalkguy Media International. Photography is welcome. To request permission, please complete the request form below and fax it to our office at 800-417-1922.

Audio/Video Recording Permission

I/We would like permission to audio video record Ben Glenn's presentation for the purpose of _____

I/We understand that any recordings made with the purpose of reproduction and sale are subject to royalty fees. Permission to record, if given, is contingent on Ben being able to take the original recording with him the day of the event to make a copy for his records. The originals will be returned to the event sponsor/production company within 10 days of the event. I will communicate this to the A/V person/production company in advance of the event so that they are aware of this arrangement.

Signed: _____ Date: _____

Recording Permission Granted

Recording Permission Denied

Signed: _____ Date: _____