

EXHIBIT A

Eisemann Center Client & Facility User Groups Checklist of Responsibilities & Timeline

The City of Richardson by and through the Charles W. Eisemann Center for Performing Arts and Corporate Presentations ("Eisemann Center") is dedicated to providing outstanding programs for the community of Richardson and North Texas. Each Client of the Facility Use Program and their participants and team members are asked to review and acknowledge their acceptance of this Checklist of Responsibilities and Timeline to ensure a successful event and working relationship with their assigned Eisemann Center staff and crew.

The checklist, guidelines and timeline outlined in this Exhibit A are meant to promote and support the Eisemann Center's policies and procedures, not supersede them. The intention is to create a system of success based on the event needs and site-specific procedures.

Please initial beside each item below and sign on last page to indicate understanding and acceptance.

As an Eisemann Center Facility Use Client and/or on behalf, and at the behest, of the Facility Use Client whose roles include, but are not limited to, Artist, Designer, Creative Team Member, Staff Member, Vendor, Volunteer, Chaperone, Agent, Other Designee (collectively, "Client"):

COMMUNICATION

- Communicate clearly and promptly with designated Eisemann Center staff regarding all aspects of event needs and expectations. For the purposes of clarity, prompt communication is defined by the Eisemann Center as responding to a communicated question, request or other message requiring a response within three (3) business days.
 - To ensure compliance with this communication requirement, Client prefers to receive communication from Eisemann Center staff via (select at least one):
 - Email: _____
 - Phone Call: _____
 - Text Message: _____
 - Other (please describe and provide instructions): _____

FINANCIAL

- Provide payment for all deposits due in full and on time, as outlined in Date Confirmation and/or Contract.
 - It is further understood and agreed that a failure to pay deposit on time may be grounds for termination of the Client's Facility Use Agreement for cause by the City of Richardson, Texas, and any partial deposit paid as of the date of termination shall be forfeited by client.

DOCUMENTS

- Provide all documents requested by Eisemann Center staff in a timely fashion, including but not limited to:
 - **Insurance Certificate** provided not less than eight (8) weeks prior to first date permitted in contract.
 - Complete and up to date **Technical Rider** for event not less than eight (8) weeks prior to event date, noting that changes to Technical Rider may cause changes in equipment and/or labor order, and may change the fees due for event.
 - Sign and approve **drawing of stage plot and lobby plot** not later than four (4) weeks prior to event date, or at scheduled production meeting, whichever occurs first.

- **Submit list** of all performers, staff members, chaperones, volunteers, vendors, and other individuals that client has approved to be backstage, with details about which backstage areas individuals are permitted entry (all-access vs. dressing room floor only vs. backstage wings, etc.) not less than one (1) week prior to event date. *In this Exhibit A, the term “backstage” shall be inclusive of the following areas: all dressing rooms and green rooms, Performers Assembly Room, Catering Kitchen and associated storage areas, stage door entrances and exits, loading docks, freight elevator, all tech storage areas, all stairwells in the facility, all elevators within the facility, all offices on levels B, SF, and G and associated storage areas, all technical booths (lighting, sound, media/video and spot op booths, etc.) and mixing (audio, monitor world, etc.) locations throughout the facility, wing space and upstage crossover space in all venues, catwalks in all venues, and technical offices.*
 - It is further understood and agreed that a failure to provide any or all of the above may be grounds for termination of the Client’s Facility Use Agreement for cause by the City of Richardson, Texas, and any deposit paid as of date of termination shall be forfeited.

TIMELINE

- Agree to timeline of actions and requirements that must be met to have a successful event:
 - 90+ days prior to event date:
 - Date Confirmation or Initial Contract signed and returned within ten (10) days of receipt.
 - Deposit(s) paid before any tickets go on-sale and/or public event announcement.
 - Code of Conduct Addendum signed and returned with Date Confirmation and/or Initial Contract.
 - This Exhibit A signed and returned with Date Confirmation and/or Initial Contract.
 - 75+ days prior to event date:
 - Insurance Certificate sent and received by Eisemann Center staff not less than eight (8) weeks prior to event date.
 - Ticketing Agreement signed and returned within ten (10) days of receipt from Ticket Office, but not before Date Confirmation and deposit paid.
 - It is highly recommended that Ticketing Agreement is signed and tickets to performance be placed on sale not later than sixty (60) days prior to performance date.
 - Production Meeting scheduled with Eisemann Center staff.
 - Production meeting must take place 4-6 weeks prior to event date.
 - If catering is a component of event, notify Eisemann Center staff of which caterer from the Eisemann Center Preferred Caterers list shall be utilized and provide a contact name from catering company for Banquet Event Order.
 - All marketing information for inclusion on Eisemann Center website and monthly email blast delivered to Eisemann Center staff.
 - If purchasing dedicated email(s), dates should be calendared with Eisemann Center marketing staff not later than 75 days in advance of event date (**please note** that rental events are limited to no more than three dedicated emails per event agreement).
 - 60+ days prior to event date:
 - Tickets on sale through Eisemann Center Ticket Office.
 - Complete and up to date Technical Rider sent to Eisemann Center staff.
 - If needed, request enhanced or dedicated Information Technology support (requests related to internet or telephone access, etc.) communicated to Eisemann Center staff.
 - If needed, request for livestream, televised or otherwise broadcast needs for event communicated to Eisemann Center staff (and associated seat kills communicated with Ticket Office).

- If needed, request for audio and/or visual recording of event, and all releases and clearances to do so communicated and delivered to Eisemann Center staff.
- If needed, any desired or intended special effects, including pyrotechnics, to be communicated to Eisemann Center staff not later than sixty (60) days in advance of event date, and all associated permits, clearances, and releases to be complete not later than thirty (30) days prior to event date, or by production meeting, whichever is farther from the event date.
- Provide a complete timeline of activities to Eisemann Center staff for event production, including but not limited to:
 - Client arrival time
 - Load-in start time and estimated duration of load-in.
 - Artist(s) arrival time
 - Rehearsal start time and approximate duration of rehearsal
 - Meal breaks (one hour meal required for every five (5) hours of consecutive work time).
 - Pre-show prep/set time.
 - House open time (30 minutes prior to curtain is the Eisemann Center standard)
 - Curtain Up/Show Start time.
 - Intermission time, if any, and duration
 - Curtain down/Show End time
 - Load-out start time and estimated duration of load-out.
 - Client departure time (last member of client group leaving premises)
 - Done and out, doors locked (building closure).
- 30+ days prior to event date:
 - Production Meeting must take place a minimum of four (4) weeks prior to event date.
 - Remaining deposit due must be received in full by the Eisemann Center administrative office not less than thirty (30) days prior to event date.
 - Drawing of stage plot must be approved and signed at or before Production Meeting.
 - Drawing of lobby plot must be approved and signed at or before Production Meeting.
 - If needed, additional security presence (off-duty police, contracted security, armed guards, etc.) must be requested not later than four (4) weeks prior to event date.
 - If special effects, including pyrotechnics are in use, and communicated to Eisemann Center staff at least sixty (60) days in advance: all associated permits, clearances and releases to be complete not later than thirty (30) days prior to event date, or by production meeting, whichever is farther from the event date.
- 7+ days prior to event date:
 - Submit list of all performers, staff members, chaperones, volunteers, vendors, and other individuals that client has approved to be backstage, with details about which backstage areas individuals are permitted entry must be delivered to Eisemann Center staff for security preparation and protocols.

Print Name: _____

Print Organization Name: _____

Event Date(s): _____

Signature: _____ Date: _____