



Contract Rider
ROOM, AV, & OTHER LOGISTICS

Please provide the highlighted information as soon as possible, but at minimum two weeks prior to the event. If you have any questions or concerns, call or email right away. Every effort will be made to accommodate the specific circumstances of your unique event.

1. **ONSITE CONTACT:** During the event who's the contact?
NAME _____
CELL PHONE _____ EMAIL _____

2. **LOCAL GROUND TRANSPORTATION:** (If needed) Will someone be picking Sandy up at the airport? NO YES ----> Who?
NAME _____
CELL PHONE _____ EMAIL _____

3. **ACCOMODATIONS:** (If needed) Reservations are to be made by the client and direct-billed to the client's master account. Please reserve a non-smoking room with 1 or 2 queen beds, with late check-out approved, and late arrival guaranteed. Because long travel is especially tiring, for travel anywhere beyond Pacific or Mountain time zones Sandy will check-in a day before speaking and check-out the morning after the event - unless otherwise noted.

HOTEL NAME _____ ARRIVAL DATE _____
PHONE _____ DEPARTURE DATE _____
ADDRESS _____ CONF # _____

4. **MEETING ROOM:** In order to create the best program for your group, please describe the following as best as possible.

ROOM SIZE AND SHAPE: _____ STAGE SIZE AND SHAPE: _____

SCREENS AND OTHER OBJECTS: _____ ARRANGEMENT/AMOUNT OF SEATING: _____

5. **PRESENTATION SETUP:** AV setup: screen or TV - positioned to the left, right or above (not behind) the speaker at center stage; Sandy will bring a MacBook Pro laptop to place near the stage with remote control for her slides, (If no AV is possible, Sandy will need space for 3 easels for display during presentation.) Is the AV setup available? YES NO

DETAILS:

6. **STAGE AND LIGHTING:** Please remove any lectern, mic stands, etc and secure all cables with tape. Provide a warm spotlight onto center stage. Will the Stage and Lighting in the meeting room meet these requests? YES NO
 DETAILS: _____
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7. **MICROPHONE:** Wireless headset or lavalier microphone; no amplification needed for small spaces. What type of Microphone will be provided?
8. **AUDIO VISUAL (AV) TECHNICIAN:** Sandy will need to meet with AV tech at least 1 hour before speaking and/or participants enter room (whichever is sooner) in order to conduct AV checks. Who is the AV contact?
 NAME _____
 CELL PHONE _____ EMAIL _____
9. **AUDIO & VIDEO RECORDING:** Sandy encourages professional audio and video taping of her programs provided Sandy receives a master copy within 30 days of the session and recordings may not be sold, but distributed to your group only. Will Audio & Video Recording meet these requests? YES NO
 DETAILS: _____
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10. **INTRODUCTION:** Sandy will provide an introduction to be read by a member of your group. Who will be the introducer?
 NAME _____
 CELL PHONE _____ EMAIL _____
11. **HANDOUTS:** Handouts for this session will be a joint effort with Sandy providing the electronic file and the Client providing the duplication services and placement on audience seats. Duplication is permitted for this event only. Who will be helping with Handouts?
 NAME _____
 CELL PHONE _____ EMAIL _____
12. **SPEAKER'S TABLE:** A 6-foot long table for Sandy to sign books and display Bibles or other materials. It should be centrally located, well-lit, and with enough space that a line of people won't obstruct a doorway. Will the table meet these requests? YES NO
 DETAILS: _____
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Thank you for helping to create a useful contract rider document specific to your event. We want no surprises that would interfere with the ability to deliver a high-quality program. Please sign and date below, return via email or snailmail.

SANDY ALLNOCK, 35205 13TH PL SW, FEDERAL WAY WA 98023

Signature: _____ Date: _____

Print Name: _____ Title: _____

sandy@sandyallnock.com | 253.218.5715
 sandyallnock.com | biblejournalingmadesimple.com