

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1768667

**Vendor Name:** Blue Raven Artist Management Inc,dba Blue Raven Entertainment

**Check Details:**

**Check Number:** 0342652

**Check Amount:** \$ 7,500.00

**Check Date:** 9/23/2025

**Invoice Details:**

**Invoice Number:** TR26CARPENTERDEP

**Invoice Date:** 9/18/2025

**PO Number:** NULL

**Voucher Number:** V0900521

**Document Type:** AP Invoice

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**Document Below**

## Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 2.21, Vendor Payment.

Date: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
<b>Total</b>			<b>\$</b>

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ Print Name: \_\_\_\_\_

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$25,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**

# Check Request Form *(cont.)*

## Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



This **Booking Agreement** (the "Agreement") is made on January 16, 2025, by and between Blue Raven Artist Entertainment, 41 Bridge St, Frenchtown, NJ, 08825, United States (hereinafter "Artist Management"), and ~~McAninch Arts Center~~, **College of DuPage**, 425 Fawell Blvd, Glen Ellyn, IL, 60137, United States (hereinafter "Purchaser") (individually referred to as a "Party" or collectively referred to as the "Parties"). It is understood and mutually agreed that the Purchaser engages the Artist to provide the entertainment generally described as the "Performance" listed herein. The Artist hereby agrees to provide the Purchaser with the "Performance" subject to all of the Terms and Conditions herein set forth.

### 1. Deal Terms and Payment Schedule

The Purchaser hereby agrees to pay Artist **Flat Guarantee of \$ 15,000.00** for the Performance(s). Payment for the Performance(s) are to be paid by Check ~~or~~ ACH Bank Transfer, ~~Credit Card, or Wire Transfer. All funds must be certified funds, cash or money order.~~ Additional fees may apply. [see MAC rider #5]

#	Deposit	<del>due 9/24/25</del> <b>ASAP upon full contract execution</b>	\$ 7,500.00
#	Balance	<b>due on site</b>	\$ 7,500.00

### 2. Events, Performances, and Appearances

Artists	<b>Top Of The World - A Carpenters Tribute</b>		
Date	<b>Sunday, November 23, 2025</b>		
Venue	<b>McAninch Arts Center</b> 425 Fawell Blvd, Glen Ellyn, IL, 60137, United States		
Performance	<b>Concert</b> (90 minutes)		
Travel	Purchaser does not purchase travel.		
Accommodation	Purchaser agrees to purchase or procure accommodations on top of the performance fee, as follows: 9 Non-Smoking 3 Star Hotel Room(s) with 1 King bed(s) within 10 miles of the venue for 1 night. Special Requests: <i>* Hotels to be Hampton Inn quality or better unless otherwise agreed upon</i>		
Ground	Purchaser does not purchase local transportation.		
Meals	Provided on the day of performance.		
Schedule	Doors Open	<del>2:00</del> PM <b>2:30 PM</b>	
	Performance	3:00 PM	
Production	Purchaser provides stage, sound and lights		
Backline	Purchaser provides backline as per artist rider		
Venue Capacity	780		
Ticket Price	TBD		
Radius Clause	90 days before or after the confirmed date – 35-mile radius		
Production Contact	Joseph Hopper • 630-942-2913 • Hopper@COD.edu		

### 3. Additional Terms

**ANY OPENING ACTS MUST BE APPROVED BY BLUE RAVEN ENTERTAINMENT.**

### 4. Payment Information

Deposit check payable to **BLUE RAVEN ENTERTAINMENT** - Final check payable to **DEBBIE TAYLOR S.O. INC**

**\*\* FINAL PAYMENT IS DUE ON SITE, PRIOR TO ARTIST TAKING THE STAGE \*\***

**ALL MONEY SHOULD BE PAID IN US DOLLARS (USD). FOREIGN CURRENCY IS NOT ACCEPTED. Any and all deals discussed and/or finalized with Blue Raven Entertainment or associated bands are to be in US currency only (USD).**

### 5. Security



The Purchaser shall guarantee proper security at all times to ensure the safety of the Artist, auxiliary personnel, instruments and all equipment, costumes and personal property during and after the performance. Particular security must be provided in the areas of the stage, dressing rooms and all exits and entrances to the auditorium and the remote mixing console. Security protection to commence upon the arrival of the Artist on the premises.

**\*\*\*\*\* IF YOUR EVENT IS OUTDOORS, THERE MUST BE A COVERED STAGE, AND IN THE EVENT OF BAD WEATHER, AN ALTERNATIVE INDOOR VENUE MUST BE AVAILABLE \*\*\*\*\***

**6. Dressing Room**

Venue will provide a clean, safe dressing room that can be locked. If you cannot provide a locked area for the band, then a security person must be available to guard the bands personal effects at all times while band is on and off stage. PURCHASER agrees to provide at its own expense all that is necessary for the proper presentation of the entertainment performance, and if required by ARTIST at rehearsal thereof, including a suitable theater, hall or Venue, reasonably heated, lighted, clean and in good order, and public address system in good working order. Including microphones in number and quantity required by the ARTIST and comfortable, lighted dressing rooms: labor as should be necessary and or required by any national or local union(s) to take in, hang work, appropriate and sufficient advertising and display newspaper advertising in the principle newspapers and PURCHASER shall pay all other necessary expenses in connection therewith.

**7. Recording, Reproduction or Transmission of Performance**

Purchaser shall not itself nor shall it permit others to record, broadcast, televise, photograph or otherwise reproduce the Performance without prior written consent of the Artist or Artist Management.

**8. Controlling Authority**

Artist shall have the sole and exclusive control over the production and presentation of the Performance, including but not limited to the details, means, and methods of the performing personnel, and Artist shall have the sole right or may see fit to designate and change at any time the performing personnel.

**9. Intellectual Property**

The Parties acknowledge that the Artist shall perform its obligations under the terms of this Agreement as an independent contractor and not as an employee of Purchaser. As such, all intellectual property rights, including copyrights, arising out of or deriving from the Performance shall be owned exclusively by the Artist.

**10. Merchandising**

Artist shall have the exclusive right to sell souvenir programs, photographs, records and any and all types of merchandise including, but not limited to, articles of clothing (i.e., T-shirts-hats, etc.), posters, stickers or other merchandise on the premises of the Place of Performance during the Date of the Performance, ~~without any participation in proceeds by Purchaser.~~ **with Purchaser participating in 20% of all merchandising proceeds.**

**11. Advertising**

**\*\*\*\*\* WE WILL SEND YOU THE AUTHORIZED PROMO MATERIALS. THESE ARE THE ONLY PROMOTIONAL MATERIALS THAT CAN BE USED TO ADVERTISE THE SHOW IN ANY WAY \*\*\* NO SHOW IS TO BE ADVERTISED WITHOUT A SIGNED CONTRACT & DEPOSIT \*\*\***

Purchaser agrees to properly bill and advertise the artist according to the contract and contract rider, the PURCHASER agrees to indemnify the ARTIST, the ARTIST'S management Company, and ARTIST'S agent from all damages, including Attorney's fees, incurred as a result of improper billing or unauthorized promotion of the ARTIST and the enforcement of the artist's rights hereunder. Purchaser shall be entitled to advertise and promote the appearance of Artist at the Performance solely for the purpose of increasing the attendance at Performance. Purchaser, however, may not use Artist's name or likeness as an endorsement of any product or service nor in connection with any commercial tie-up without Artist's prior written consent. Venue agrees that they shall not book another tribute band performing the same music as the above contracted band for 90 days before and 90 days after the date confirmed with above band

**12. Ticketing**

Any additional tickets to be added for sale in addition to the agreed upon capacity of said performance must be approved by management. The ticket prices listed in the offer made by Purchaser and agreed upon by both parties are the only ticket prices to be used. Any change in ticket price must be approved by management. Artist requires Ten (10) comps for each show. Purchaser must notify artist management of any additional comps that will be used prior to performance.

**13. Sound Requirements**

Sound system must meet artist specifications and all aspects of equipment must be in working order to include but not limited to microphones, speakers, cables, mixing board, monitors etc. If the system is deemed inadequate or defective, artist has right to refuse performance without forfeiture of pay.

**14. Term and Termination**

- a. **Term.** This agreement shall stay in effect through and including the final engagement date as noted above.
- b. **Termination.** In the event Purchaser refuses or neglects to provide any of the items or to perform any of its obligations herein stated, and/or fails to make any of the payments as provided herein, Artist shall have the right to refuse to perform this Agreement, shall retain any amounts paid to Artist by Purchaser, and Purchaser shall remain liable to Artist for the agreed Payment under this Agreement. In addition, if, on or before Date of Performance, Purchaser has failed, neglected, or refused to perform any contract with any other performer for any other engagement, or if the financial standing or credit of Purchaser fails or refuses to make such payment forthwith, Artist shall have the right to cancel this Agreement by notice to Purchaser to that effect, and to retain any amounts theretofore paid to Artist by Purchaser and Purchaser shall remain liable to Artist for the agreed Payment under this Agreement.



15. **Force Majeure**

- a. **Sickness or Accident Provision** - In the event of sickness or of accident to ARTIST, or if a performance is prevented, rendered impossible or infeasible by any act or regulation of any public authority or bureau, civil tumult, strike, epidemic, interruption or delay of transportation services, war conditions, or emergencies or any other similar or dissimilar cause beyond the control of PURCHASER, it is understood and agreed that there shall be no claim for damages by ~~PURCHASER either party~~ and ~~ARTIST'S both parties~~ obligations as to such performances shall be deemed waived. In the event of such non-performance for any of the reasons stated in this paragraph, if ARTIST is ready, willing and able to perform, PURCHASER shall pay the full compensation hereunder, otherwise, the monies (if any) advanced to ARTIST hereunder, shall be returned ~~on a pro-rata basis less the cost of purchased plane tickets. [See MAC Rider #9]~~
- b. **Weather Provision** - Inclement weather rendering performance impossible, infeasible or unsafe shall not be deemed a force majeure event and payment of the agreed upon compensation shall be made notwithstanding. If PURCHASER and ARTIST disagree as to whether rendition of performance(s) is impossible, not feasible or unsafe because of inclement weather, ARTIST'S determination as to performance shall prevail.
- c. **Cancellation Clause** - ~~Unless stipulated to the contrary in writing, PURCHASER agrees that ARTIST may cancel the engagement hereunder without liability by giving the PURCHASER notice thereof at least thirty (30) days prior to the commencement date of the engagement hereunder. ARTIST shall also have the right to terminate this agreement without liability in the event PURCHASER fails to sign and return this Contract within 10 days. If ARTIST cancels the engagement for any reason that does not qualify as a Force Majeure event, ARTIST agrees to refund any and all deposits less purchased plane tickets. The ARTIST will make every effort to reschedule the engagement at original agreed terms and fees.~~

**Indemnification**

16. ~~Purchaser Both parties~~ hereby ~~indemnifies and holds Artist, indemnify each other~~ as well as ~~Artist's each parties~~ respective agents, representatives, principals, employees, officers, and directors ~~harmless from and against any loss, damage or expense, including reasonable attorney's fees, incurred or suffered by or threatened against Artist either party or any of the foregoing in connection with or as a result of any claim for personal injury or property damage or otherwise brought by or on behalf of any third party person, firm, or corporation as a result of or in connection with Performance, which claim does not result from the active and willful negligence of the Artist.~~

16. **Licensing/Taxes**

The Purchaser is 100% responsible for procuring any necessary performing rights licenses such as but not limited to ASCAP, BMI, SESAC, and GMR. PURCHASER agrees to pay all sales and AMUSEMENT as well as STATE and FEDERAL which may result from performance with no deductions whatsoever from ARTIST guarantee full payment amount shown above. Taxes exclude taxes based on compensation paid to ARTIST. EACH PARTY agrees to comply with all regulations and requirements of any nation state, government entity or local union(s) that may have jurisdiction over any of the materials, if any, to be furnished by the ARTIST or the PURCHASER pursuant to any other provision thereof. PURCHASER agrees to furnish at its sole expense such as musicians, including musical contractor as may be reasonably required by any national or local union(s) and for in connection with the engagement and rehearsals thereof ARTIST shall have the right to name the local music contractor and to APPROVE THE CHOICE of any other performers and reserve the right to regulate set length and time.

17. **Governing Law**

This Agreement shall be governed by and subject to the laws of ~~New Jersey, Illinois~~, without giving effect to any choice or conflict of law provision. [see MAC rider #11]

18. **Entire Agreement**

This Agreement contains the entire agreement between the Parties and supersedes any and all previous agreements, written or oral, between the parties relating to Performance. THE PERSON(S) EXECUTING THIS AGREEMENT ON BEHALF OF EACH PARTY WARRANTS HIS/HER AUTHORITY TO DO SO, AND SUCH PERSON HEREBY PERSONALLY ASSUMES LIABILITY FOR THE PAYMENT IN FULL.

19. **Re-book Clause**

PURCHASER, BAND AND ARTIST MANAGEMENT AGREES that all dates for a period of Two (2) years from the contract date of engagement stated above for the Artist stated above will be booked through Sean D. Gilday, or an associate of Blue Raven Entertainment without exception.

ACCEPTED AND AGREED TO:

**McAninch Arts Center**

Signed by:

*Ellen Roberts*

~~Diana Martinez~~ **Ellen Roberts, VP Admin Affairs**  
~~McAninch Arts Center~~ **College of DuPage**  
 425 Fawell Blvd, Glen Ellyn, IL, 60137, United States

9/18/2025

**Blue Raven Artist Entertainment**

*Debbie Taylor*

Debbie Taylor  
 Top Of The World - A Carpenters Tribute  
 Top Of The World - A Carpenters Tribute

*Sean Gilday*

Sean Gilday  
 Top Of The World - A Carpenters Tribute  
 Blue Raven Artist Entertainment  
 41 Bridge St, Frenchtown, NJ, 08825, United States



*Sept 2023 Technical  
Rider*

PURCHASER INITIALS Initial  
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Thank you for taking the time to read this rider. The purpose of this rider is to ensure the best possible concert experience for your audience.

TOP OF THE WORLD is a full, live band that requires certain technical provisions to ensure a trouble-free performance. Please read this rider carefully and if any of our requirements cannot be met, please contact the appropriate agent or representative listed below immediately.

**Management / Booking**

Blue Raven Artist Management  
100 US-46 East, Suite B01  
Mountain Lakes, NJ 07046 973-519-2600

**Agent**

Sean Gilday  
973-519-2600  
[sean@blueravenartists.com](mailto:sean@blueravenartists.com)

**Tour Management**

Rachel Hill  
610-762-6413  
[rachel@blueravenartists.com](mailto:rachel@blueravenartists.com)

**Contracts + Marketing**

Lorrissa Lock  
267-324-7293  
[Lorrissa@blueravenartists.com](mailto:Lorrissa@blueravenartists.com)

PURCHASER INITIALS 



## 1. ADVERTISING & PROMOTION

- PURCHASER understands that the name of this event is ***Top of the World: A Carpenters Tribute featuring Debbie Taylor*** and must be billed and advertised as such, as specified in the agreement

## 2. DAY OF SHOW SCHEDULE (based on an ~~8:00PM~~ Showtime)

Load In:	<del>3:00pm</del> 10:30am
Sound Check:	<del>4:30pm</del> 12:00pm
Meal Break:	<del>5:45pm</del> 1:15pm
Doors:	<del>7:00pm</del> 2:30pm
Set 1 Start:	<del>8:00pm</del> 3:00pm
Intermission:	<del>9:00pm</del> 4:00pm
Set 2 Start:	<del>9:20pm</del> 4:20pm
Show Over:	<del>10:30pm</del> 5:30pm
Load Out:	Complete by <del>11:59pm</del> 6:59pm

***\*\* Above schedule subject to change according to venue showtime \*\****

- If backline is being supplied by the purchaser, it should be set up and ready 30 minutes prior to the arrival of the band for soundcheck  
Soundcheck should take approximately 1 hour to complete.

## 3. HOSPITALITY

- **Dressing Room:** 2 Cases of Bottled Water, fruit tray, veggie tray, meat & cheese tray, assorted chips, juice and soda (regular & diet)
- **Stage:** 8 New / Clean Hand Towels
- **Dinner for (9) People:** Please provide fish and vegetables for Debbie and Tiffany. A hot and healthy meal is requested i.e. chicken, beef, salad, pasta, veggie, dinner rolls and dessert. ***A \$25.00 per person meal buyout is also acceptable***
- **Private Dressing Room**

At least ONE (1) dressing room is required, TWO (2) preferred. Please provide a heated / air-conditioned dressing room(s). Dressing rooms should contain: Tables and Chairs, Clothes Rack and Hangers, Full-length Mirror, Toilet(s), Sinks.

## 4. HOTELS

PURCHASER INITIALS 

Purchaser to provide Nine (9) Non-Smoking Hotel Rooms of Hampton Inn quality or better unless otherwise agreed upon.

*A buyout may be requested in lieu of hotel rooms depending on tour schedule*

- **ROOMING LIST:** Debbie Taylor, Paul Stewart, Felix Gomez, Ismael Vergara, Al Rosario, Jack Ciano, Rafael Valencia, Diana Hernandez, Tiffany Delit,

## 5. TRANSPORTATION

- Drive Dates: Parking for One (1) van will be required as close to the stage door as possible for load-in, load-out, and show. Vehicle type(s) and number of vehicles to be addressed during the advance

## 6. PRODUCTION REQUIREMENTS

- Backline: Provided backline should be set up and ready 30 minutes prior to the arrival of the band for soundcheck.
- Sound / Monitors:
  - o Sound system should have a minimum of Eight (8) monitor mixes of which the vocal monitors have REVERB and provide adequate coverage of the venue.
  - o Separate monitor desk with operator on stage left (house right) whenever possible.
  - o FOH Rack to include Two (2) Reverb Units and Two (2) Delay units.
  - o FOH Console should be 24-channel minimum.
  - o In the event that the Purchaser/Presenter's facility does not conform to the Artist's minimal technical requirements, as outlined herein below, additional personnel and/or production may be required, and it is the sole responsibility of the Purchaser/Presenter. If the facility does not conform to the show's minimum requirements, please notify Paul Stewart (954-562-9580) immediately.
- Personnel: Purchaser shall provide and pay for the following personnel:
  - o FOH Engineer with full working knowledge of system and monitors
  - o LD with full working knowledge of light system
  - o Backline tech with full working knowledge of all backline
  - o A/V + Multimedia director is provided by the band
- Lights / Operators: Lighting per what's available at the venue; one spot

PURCHASER INITIALS 

light with operator if available.

- Risers: Three (3) if possible, will be needed – one for the drummer, bass player, and sax/keyboard player. \*\* If the projection screen is completely blocked due to drum riser, please leave all risers out.

## 7. BACKLINE

**DRUMS** – Standard 8 mics

Yamaha, DW, or Pearl, 5 piece Drum Kit

(kick, snare , 2 rack toms, 1 floor tom with legs) Rack Tom 10x7

Rack Tom 12x8

Floor 14x14

Kick 22x16

Snare 14x5.5

(4) Boom Cymbal Stand

(1) Double Tom Mount

(3) Floor Tom Legs

(1) Saddle Throne Seat

(2) 5000 Kick Pedal

(1) 5000 Hi Hat Stand 3 Leg (1), (1) Extra Sleeves, Felts, Keys

Zildjian Cymbals set. (Sabian & Paiste OK too.)

18" A Custom Crash, 17" A Custom Crash, 16" A Custom Crash, 14" A

Custom Hi Hats

Drum Heads and Prep note: Remo Coated Ambassador all drums, PS3 kick,

Kick Patch Kit, Spare Snare 1 Music stand with light

**Bass Amp and accessories** – Aguilar DB 751 750 Watt Hybrid Bass Head, or Aguilar Tone Hammer 500 or 700 Head, or Eden WT800 head, or SWR Working Pro 700 head and matching 4x10 Cabinet (for any of the Bass Heads). Two 10' Guitar Cables, 1 music stand with light, & 1 guitar stand. 1 Direct Box

**1 Bass Guitar:** Fender 5 string American Jazz Bass with low action with medium gauge strings(.045-.125) **or** Yamaha 5 string Bass with low action with medium gauge strings(.045-.125), plus a strap with strap locks if possible.

**GUITAR Amp and accessories-** Fender Deluxe Reverb or Fender Super Reverb, or Fender Twin Reverb Amp, Two 20'-25' Long Guitar Cables, 1 music stand with light & 2 guitar stands. 1 mic for guitar amp

PURCHASER INITIALS



**2 Guitars:** Fender American Stratocaster with Low Action and a Maple Fingerboard with .009 Strings **and** a Gibson Les Paul with Low Action with .009 Strings, plus a strap with strap locks if possible.

**PIANO PLAYER-** (Keyboards) Baby Grand or Grand piano \*(only if venue has one) **plus** Yamaha Montage 88 keys, or Yamaha Motif 88 keys, or Roland RD 700NX 88 keys, or Roland RD 700 88 keys, 1 adjustable keyboard stand, 1 sustain pedal, 1 piano stool, 1 music stand with light. 1 Direct Box IF Grand Piano or Baby Grand Piano are not available, one of the above keyboards is fine.

\*NOTE: If providing Grand Piano or Baby Grand Piano please make sure it is tuned on the day of show after it is moved into show position. Please make sure the sound company has the ability to mic this piano for suitable stage volumes without feedback.

**KEYS 2-**(Guitar player set up) – (Guitar player will provide his own keyboard) Please provide 1 adjustable keyboard stand, 1 keyboard bench & connection cables. 1 Direct Box

**KEYS 3-**(Sax player set up) – (Sax player will provide his own keyboard), Please provide 1 adjustable keyboard stand, 1 music stand w/light  
-2 20' instrument cables. Into a DI box for Keys  
-input capable of supporting phantom power (sax mic)  
1 wired mic w/stand for flute and a small table for assorted items.

**\*One extra tripod mic stand and straight cymbal stand for backup singers percussion instruments.**

**\*\*\* SCREEN FOR POWER POINT PRESENTATION WITH THE NECESSARY PROJECTION EQUIPMENT**

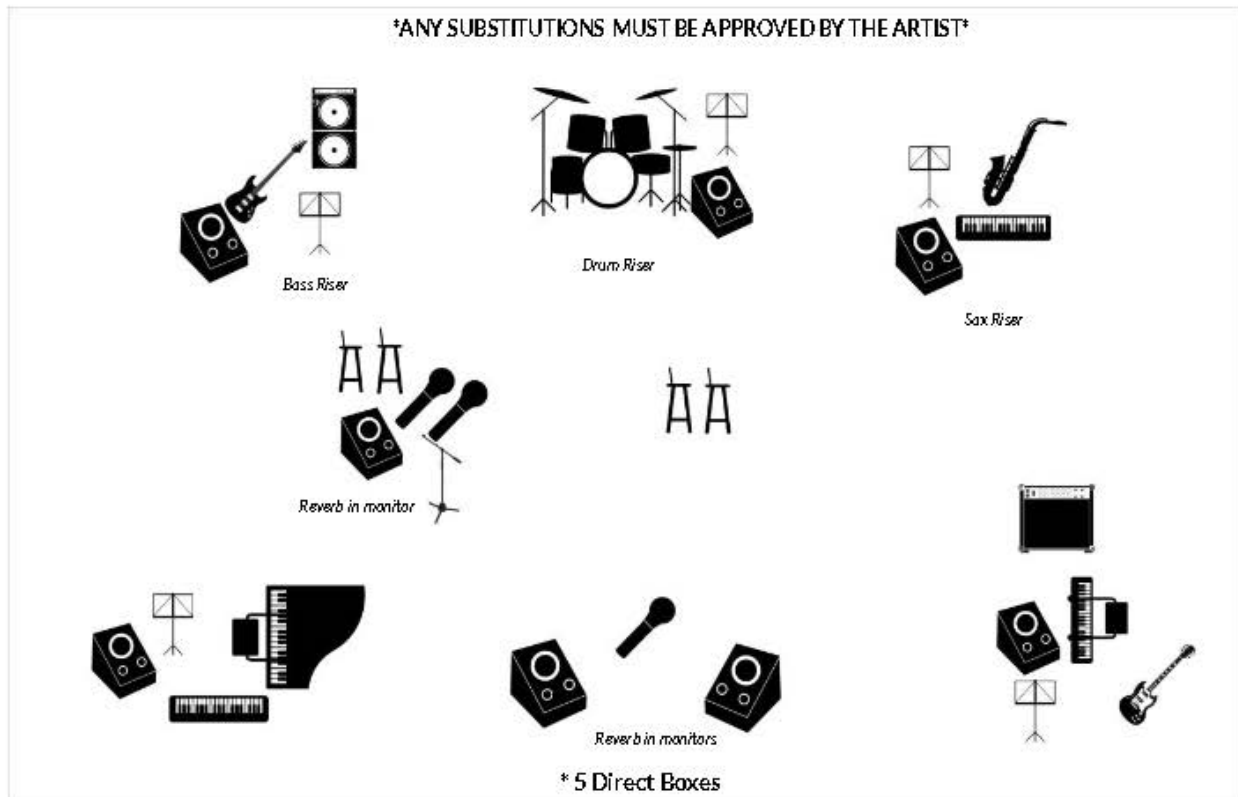
**\*\*\* THREE WIRELESS MICROPHONES W/ STRAIGHT STANDS**

(ALL BACKLINE SHOULD BE PLACED, POWERED AND READY 30 MINUTES PRIOR TO ARTIST'S ARRIVAL).

**ANY SUBSTITUTIONS MUST BE APPROVED BY ARTIST MANAGEMENT**

PURCHASER INITIALS 





TOTW New 2021

\*Electrical outlets for everyone except background vocal



PURCHASER INITIALS

Initial  
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**TOTW Carpenters**  
February 17, 2019 Patchogue Theatre

**Avid Profile FOH & MON Analog Split**

CH	Sub Snake	INPUT	MIC	STAND	48V
1	DR 1	Kick	Beta 91		X
2	DR 2	Snare	e904	Clip	
3	DR 3	Hi Hat	AKG 451	Clip	X
4	DR 4	Rack 1	Beta 98	Clip	X
5	DR 5	Rack 2	Beta 98	Clip	X
6	DR 6	Floor	Beta 98	Clip	X
7	DR 7	OH Stage Right	AKG 451	TB	X
8	DR 8	OH Stage Left	AKG 451	TB	X
9	DR 9	Bass Gtr	Radial J48		X
10	DSC 1	Piano Low DSR	DPA 4099		X
11	DSC 2	Piano Hi DSR	DPA 4099		X
12	DSC 3	Key DSR Left	Countryman DI		X
13	DSC 4	Key DSR Right	Countryman DI		X
14	SL 1	Key USL Left	Countryman DI		X
15	SL 2	Key USL Right	Countryman DI		X
16	DSC 5	Key DSL Left	Countryman DI		X
17	DSC 6	Key DSL Right	Countryman DI		X
18	DSC 7	Gtr DSL	Senn e609	SB	
19	SL 3	Flute	Mic from Band	Clip	
20	SL 4	Sax	SM58	TB	
21	SL 5	Electronic Wind	Whirlwind DI		
22	RF Direct	Voc DSC	Senn RF 1	TB	
23	RF Direct	Voc MSR Back Up	Senn RF 2	TB	
24	RF Direct	Voc MSR Back Up	Senn RF 3	TB	
25	RF Direct	Voc Spare/MC	Senn RF 4	TB	

PURCHASER INITIALS

Initial  
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**McAninch Arts Center at College of DuPage**  
**CONTRACT / AGREEMENT RIDER**

This Rider, dated **July 1, 2025**, is hereby made a part of the attached contract/agreement between **College of DuPage, McAninch Arts Center** (herein known as PURCHASER) and **Blue Raven Artist Entertainment** (herein known as ARTIST).

**Relationship / Provisions**

1. It is acknowledged that the relationship between the parties is that of independent contractors and in no event will the relationship between the parties hereto be interpreted or construed to be that of employer/employee or of principal/agent.
2. The provisions of the contract and riders that incorporate the Constitution, By-laws, Rules and Regulations of the American Federation of Musicians of the United States and Canada and any local thereof, including but not limited to adjudication of claims, controversy or differences involving services under this contract shall not be binding on the PURCHASER.
3. If someone signs this contract other than the ARTIST, the person signing for the ARTIST expressly warrants that he/she is authorized by the ARTIST to execute this contract for the ARTIST for this engagement at the time and place specified for this contract.
- 4a. This rider when attached to the contract/ agreement and agreed to by both parties becomes a binding addendum to the performance agreement.
- 4b. Contract confidentiality will be honored to fullest extent of the law possible taking into consideration FOIA rights and regulations of government institutions.
- 4c. In the event of a conflict of terms, those stipulations stated in this Rider (Contract Rider of the McAninch Arts Center at the College of DuPage) shall take precedence over and shall prevail over any printed, typed, or handwritten terms located elsewhere in the contract. It is understood that this agreement supersedes any Artist requirement in conflict with College of DuPage Policy.

**Payment**

5. Payment will be in the form of a College of DuPage check or ACH Payment.
6. Signed contracts and all attached riders must be returned to College of DuPage at least three (3) weeks prior to performance date to insure issuance of check by time of performance.
7. Due to the fact that PURCHASER is part of a Community College, deposits to ARTIST shall not exceed 25% of total fee, unless agreed upon in writing by both parties.

**Insurance / Indemnity / Force Majeure / Cancellation**

8. It is understood that ARTIST is self-employed and carries at ARTIST's cost and expense any insurance coverage, such as, Workers' Compensation, medical, property, liability and auto relative to the services being performed. ARTIST will provide PURCHASER with **Certificate of Insurance as soon as possible, naming College of DuPage as Certificate Holder, and including an Endorsement Page**. The Certificate of Insurance must provide evidence of liability coverage for CLIENT in amounts not less than \$1,000,000.00 combined single limit for bodily injury and property damage, with a \$2,000,000.00 general aggregate. ARTIST cannot perform without this Certificate of Insurance.
9. Neither party shall be liable for any failure or delay in performance of its obligations under this agreement if Performance becomes impossible or impracticable and is not within a party's control due to Act of God or "act of government" – any act or regulation on public spaces, of any public authority or bureau, civil tumult, strike, epidemic, interruption or travel bans, delay of transportation services, war conditions, emergencies, where an order by a government or a government agency in a country or state has prevented performance or invoked capacity restrictions on gatherings and businesses are imposed. The parties acknowledge and agree that the occurrence of Pandemic, including but not limited to COVID19, the H1N1 virus, or swine flu in an area in close proximity to the performance venue in and of itself is not deemed a Force Majeure Occurrence, unless the state or local government, or US Department of Health and Human Services declares an outbreak of the virus in the area in which the performance is scheduled to take place. Any other similar or dissimilar cause beyond the control of either Artist or Purchaser (each a "Force Majeure Occurrence") it is understood and agreed by the parties that there shall be no claim for damages by either party against the other and each party's obligations hereunder shall be deemed waived. Any deposit monies paid to Artist by Purchaser shall be refunded to Purchaser, or both parties will make every effort to reschedule the date within 18 months of the scheduled date. Presenter will serve notice to the agency of the artists, or agent of the artist will serve notice to the presenter "as soon as possible". The Parties also acknowledge that this Force Majeure clause hereby supersedes and replaces in its entirety the Force Majeure clause(s) in any contract or rider for this engagement heretofore all other terms of the existing contract remain in full force and effect.
10. If for any reason, except due to an Act of God, this contract is cancelled by the ARTIST beyond the cancellation clause contained herein, then the ARTIST agrees to refund any and all deposits less purchased plane tickets. The ARTIST will make every effort to reschedule the engagement at original agreed terms and fees.

**Choice of Law and Forum**

11. The laws of the State of Illinois shall govern this agreement. The signatory of PURCHASER, in signing this contract and/or rider(s), warrants that he/she signs as a properly authorized representative of the institution and does not assume any personal liability for meeting the terms of the contract and/or rider(s).

**Tech / Hospitality Rider**

12. The ARTIST or ARTIST's representative will provide in writing to the PURCHASER a technical rider mutually agreed upon and attached to this contract/ agreement. It will include all technical requirements (sound, lighting, power, rigging, etc.) Any changes to this rider after signing must be mutually agreed upon and received by PURCHASER at least four (4) weeks prior to the engagement.
13. The PURCHASER must receive notification regarding changes to hospitality rider and travel itinerary and transportation details one (1) week prior to engagement to ensure PURCHASER can meet the ARTIST's needs.
14. The MAXIMUM sound pressure level (SPL) at the FOH mix position shall be 103 dB, C weighted. THIS IS STRICTLY ENFORCED.

### **Ticketing**

15. The PURCHASER will provide ARTIST with ticket receipts and access to the box office only in the event of a negotiated ARTIST/PURCHASER box office receipt split. In the event of an inclusive fee agreement PURCHASER will not provide any of the aforementioned manifests or access but will provide at their discretion box office reports when requested by ARTIST.

16. Ticket policy, prices, fees, discounts, and the issuance of complimentary tickets shall be at the sole discretion of the PURCHASER.

17. The PURCHASER will provide ARTIST with 10 complimentary tickets for public performance in good locations to be determined by the PURCHASER. ARTIST must confirm or claim complimentary tickets one hour and thirty minutes prior to performance time or forfeit tickets back to PURCHASER for sale.

### **License / Permits**

18. ARTIST agrees that all materials (i.e., music, literature, play scripts, poetry, lecture, comedy, etc.) to be performed at the College of DuPage are his/her/their own original work or works for which he/she/they have received written permission from the author to perform.

19. PURCHASER has a license agreement with BMI, ASCAP, GMR, and SESAC. ARTIST agrees to pay any and all other royalties (above and beyond the BMI, ASCAP, GMR, and SESAC blanket coverage of PURCHASER), if required, to be paid on copyrighted material, performance right fees, and/or music rental, if any, to insure that PURCHASER is held free from all such liabilities connected with the performance(s).

20. PURCHASER confirms that it is the sole responsible authority for the venue.

21. ARTIST further agrees to indemnify, defend and hold harmless PURCHASER, its trustees, employees, faculty, students and agents from and against any and all claims, actions, damages, liabilities and expenses in connection with any law suit or other legal action asserting that ARTIST's use of materials in any performance at or sanctioned by the College of DuPage was improper, illegal or violative of any copyright or trademark. This indemnity and hold harmless shall include indemnity against all costs, expenses, and liabilities, including attorney's fees, incurred by PURCHASER in connection with any claim or action hereunder.

22. WORK PERMITS AND VISAS. ARTIST shall provide and pay for all work visas or other permits as required by law or governmental agencies in order for ARTIST to perform the engagement. If ARTIST fails to secure required visas or permits, ARTIST agrees to refund any deposits made by PURCHASER.

### **Tobacco / Alcohol / Drug Clause**

23. College of DuPage is a tobacco-free campus. Use of tobacco and tobacco-related products is prohibited on all College premises.

24. College of DuPage policy prohibits providing alcohol to any ARTIST(s) or ARTIST's staff, and prohibits the possession and consumption of alcohol, narcotics or drugs by ARTIST(s) or ARTIST's staff on campus.

25. If the ARTIST arrives at the performance site noticeably under the influence of intoxicating beverages, narcotics or drugs, the PURCHASER may cancel this contract with no liability on the part of the PURCHASER.

### **Sponsorship**

26. PURCHASER may secure sponsorship for this event. ARTIST sponsorship and recognition of sponsorship is subject to approval by PURCHASER.

### **Merchandising / Concessions**

27. The ARTIST may have the right to sell recordings, photographs, and other souvenir items prior to the performance, during intermission(s), and after the performance upon approval and arrangement of the PURCHASER. Souvenir sales are to be located at a site, within the performance hall, at the discretion of PURCHASER. Souvenir sales cannot interfere with ticket sales, other concession sales, or with the normal (or emergency) traffic patterns of the audience.

26a. All book sales must be conducted in partnership with the College of DuPage Bookstore. A representative from the Bookstore will be on site to sell books for the duration of event. ARTIST shall receive no commission for any book sales.

### **Marketing / Public Relations / Programs**

28. ARTIST agrees to furnish PURCHASER with requested marketing and public relations materials upon the execution of contract/ agreement, including but not limited to

- a. High resolution (300 dpi or higher) electronic photos
- b. Press kit including bio, reviews, photos
- c. No fewer than two (2) sound files for music samples on the PURCHASER's web-site.

29. Unless otherwise agreed upon, the PURCHASER will provide a program for this event. All materials for program must be received by PURCHASER's Marketing Department five (5) weeks prior to scheduled performance date.

30. If arranged for by PURCHASER, ARTIST agrees to make an appearance at a donor/ sponsor reception immediately following the concert in a reception room located adjacent to backstage area.

### **Performance Radius**


31. Artist will not perform at other venues within 35-mile radius of McAninch Arts Center, 90 days (3 months) prior to and after performance.



**COLLEGE OF DuPAGE**  
**McAninch Arts Center**

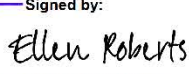
**ARTIST / ARTIST'S REPRESENTATIVE**

By:   
Diana Martinez  
Director, McAninch Arts Center

By:   
Artist  
or Artist Representative

Date: 6/9/25

Date: 09 / 09 / 2025

Signed by:  
By:   
49066CE0BC3F425  
Ellen Roberts, VP Administrative Affairs  
College of DuPage

Date: 9/18/2025






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**McAninch Arts Center**  
**Contact Information**

Director - Diana Martinez	630-942-3007, <a href="mailto:martinezd59@cod.edu">martinezd59@cod.edu</a>
Contracts/ Payment – Molly Junokas	630-942-2938, <a href="mailto:junokasm@cod.edu">junokasm@cod.edu</a>
Box Office - Julie Elges	630-942-3017, <a href="mailto:elgesj@cod.edu">elgesj@cod.edu</a>
Production Advance – Joe Hopper	630-942-2913, <a href="mailto:hopper@cod.edu">hopper@cod.edu</a>
Marketing/Edu Coord – Janey Sarther	630-942-4525, <a href="mailto:sarther@cod.edu">sarther@cod.edu</a>
Fax	630-942-3002
Ticket Office	630-942-4000
Web Site	AtTheMAC.org




Title	TOTW 11/23/25 McAninch
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 COMPLETED	<b>09 / 09 / 2025</b> 11:58:57 UTC	The document has been completed.



"Sharbaugh, Linda" <sharbaughl@cod.edu>

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**Check Request - Blue Raven Entertainment (Top of the World) Deposit \$7,500**

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"Sharbaugh, Linda" <sharbaughl@cod.edu>

Thu, Sep 18, 2025 at 08:33 PM UTC

CC:

BCC:

Attached for processing. Thank you!

**Linda Sharbaugh**

McAninch Arts Center, College of DuPage

sharbaughl@cod.edu | 630-942-3009

pronouns: she/her

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**1 attachment**

Check Request Blue Raven (Top of the World) \$7500 Deposit wdocs lasmj.pdf