

# BEN GLENN

## Rider

*Revised 1/9/08*

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Dear Promoter,

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

### **Information:**

Chalkguy Media International  
O: 800-763-2609  
F: 800-417-1922

### **Technical set-up questions:**

Polina Osherov  
polina@chalkguy.com  
317-752-1476

## **Parking**

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. Also, 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 60 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.

## **Area/Stage/Seating Requirements**

Please allow an area of at least 12 feet wide, 15 feet deep and 12 feet tall 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. 20-25 feet distance between audience and presenter is ideal.

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.

Make sure that instruments and other such equipment can be covered during his presentation to protect them from chalk dust.

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.

## **A/V requirements**

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.

**Church/Christian groups only:** Please provide a **portable** LCD video projector for the "lightshow" portion of Ben's program. The projector will need to sit on the floor, 10-12 feet in front of the easel. 2000 ANSI lumens or brighter is ideal. The "lightshow" component of the presentation requires the facility to be as dark as possible. If the room is too bright, the lightshow will not show up very well.

## **Lighting requirements**

Ben requires regular stage lighting while he's speaking, and a spot with all the house lights down, while he's drawing. For smaller events/facilities where a professional sound/lighting set-up is not available, Ben can bring his own lighting.

## **The Frame**

You will need to construct the frame that Ben will use in his presentation and stretch the canvas. Instructions should have been emailed to you together with this rider. If not, you can always download instructions from our site [www.chalkguy.com](http://www.chalkguy.com). Please look under the "Media" link on any of the sites.

## **Items you need to provide**

1. One\* 8x12/9x12 drop cloth. **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 events may require multiple dropcloths.

2. 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. Please follow the construction instructions **precisely**. We ask that you do not try to "improve" the frame . ☺

3. A FLAT, BLACK or NAVY or DARK GREEN, Queen-size bed sheet. (not flannel or sateen, just regular cotton or cotton/poly mix). Sheets can be purchased at Wal-mart (Mainstay Brand). You can also check Target or K-mart.

4. 2 bottles of water per presentation. Also, two clean hand towels (ones that you don't mind getting really dirty). Have these set out on or near the stage. (If you can swing some OJ, that would be great too!)

5. 2 heavy duty 50 foot long extension cords (3 pronged.) (One for the LCD video projector, and one for Ben's lights if no house lights are available.)

## **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. 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.

## **Hotel**

Unless pre-arranged otherwise, **Ben's office** will make his arrangements for a hotel. If you are asked to make the arrangements, please provide us with all the hotel information (name, address, phone number, etc), as well as the confirmation number ahead of time. Have Ben's 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.

## **Merchandise**

Please provide 1 eight foot table for merchandize – Ben has inexpensive, high-quality merchandize (books, posters, t-shirts), as well as promotional materials that he would like to make available to your group following his presentation. 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".

Also, Ben will need TWO trustworthy individuals to assist him in sales. These people should arrive 30 minutes before the beginning of the event to introduce themselves to Ben and be acquainted with the merchandise and prices. **\*\*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.**

## **Green Room (not applicable to school assemblies/youth groups)**

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 comfortable chair or couch as well as some water and healthy snacks (fruit, granola bars, low-sodium Goldfish).

## **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**

You can find Ben's introduction and promotional images by visiting [www.chalkguy.com](http://www.chalkguy.com) and going to the "media" link. Corporate groups should go to [www.chalkguymedia.com](http://www.chalkguymedia.com) and schools/education-related groups should visit [www.addmoments.com](http://www.addmoments.com) for customized versions of the introduction.

## **Settlement**

All payments besides the initial deposit 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 assistant) **prior** to performance time, unless other arrangements have been made in advance.

## **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: \_\_\_\_\_