

Please complete the following offer/info form and return by email attachment in order for your desired date/fee/production format & details to be submitted to the Artist for approval and any subsequent contract documents to be issued. For virtual events, complete all **boldfaced** items. See presenter resources in the Presenter Toolkit link in the upper left on each artist's page at [www.goingbarefoot.com](http://www.goingbarefoot.com). Thank you.

1. Date offer submitted:
2. Name of artist & title of selected performance:
  - \* Live performance on site with live audience \_\_\_\_
  - \* Real-time virtual performance streamed from remote site for restricted audience \_\_\_\_
  - \* A pre-taped/filmed event streamed by you to your ticketed/restricted audience \_\_\_\_
  - \*\* *Intellectual Property Rider for Mike Wiley Productions automatically in effect for any scheduled virtual event. View Intellectual Property Rider, study guides and other resources here: [http://www.goingbarefoot.com/toolkit\\_wiley.php](http://www.goingbarefoot.com/toolkit_wiley.php)*
3. If virtual event, your videoconference/platform provider & plan:
4. Maximum number of videoconference participants permitted in your plan:
5. Maximum number of viewers you predict will be seeing this presentation:
6. Name & contact info for your digital coordinator who will be directly handling this event:
7. Number of performances or screenings, if more than one:
8. Performance **day/s**: \_\_\_\_\_ Performance **date/s**: \_\_\_\_\_
9. Terms/fee offered/pre-confirmed with artist representative:
10. If virtual, option of live interactive talkback to be added?
11. Day/date/time preferred for talkback?
12. Lodging provided, if live event? yes/no \_\_\_\_\_ Local ground transport provided? yes/no \_\_\_\_\_
13. Curtain/screening time/s if live event: daytime: \_\_\_\_\_ evening: \_\_\_\_\_
14. Purchasing organization name:
15. Official mailing address:
16. City, State, Zip:
17. Website:
18. Venue (live) name & street address, if different:
19. Stage dimensions, if live event:
20. Loading dock address, if different from venue address above:
21. Venue seating capacity or streamed maximum viewers as restricted/ticketed by presenter:
22. Airport recommended & distance from venue, if applicable:
23. Grade level/s, if student audience/school performance:
24. Open to general public, if live? \_\_\_\_\_ Reserved seating? \_\_\_\_\_
25. Box Office tel & web address:
26. On-sale date: \_\_\_\_\_ Ticket price range: \_\_\_\_\_
27. Web sales? \_\_\_\_\_ Venue merch %: \_\_\_\_\_
28. Programming/administrative contact & title:
29. Office tel/mobile/email:
30. Chief technical services/production contact, if different from #6 -- name, mobile & email:
31. If live: Contact re hospitality, lodging, catering - name, mobile & email:
32. If live: Contact re merchandise & merch settlement - name, mobile & email:
33. If live: Contact re marketing - name, mobile & email: