

Dear (NAME),

This document ("Deal Memo") confirms that _____ ("Presenter") agrees to make _____ available from DATE (the exact time of take-in to be scheduled by the Producer) through the take-out after the performance; and present one (1) performance of _____ (Name of Show) under the following terms (all terms shall remain confidential):

Producer Fee:

Presenter shall pay Producer a flat fee of _____ (Amount) for one (1) performance, of which _____ (Percentage) shall be paid when a formal contract is issued and the balance shall be paid no later than 12 noon the day of the performance. Presenter shall provide _____ Presenter shall also provide local ground transportation, provided by _____

Performance Schedule:

Approval Rights

Producer and Presenter shall have mutual approval of performance schedule, ticket prices, gross potential, complimentary tickets and discounts. Presenter shall supply all of the elements required in the final tech rider.

Producer House Seats

_____ (Number of tickets + location) shall be reserved for the Producer to be purchased at regular box office prices. Producer House Seats shall not be subject to dynamic pricing.

Complimentary Tickets

There shall be no complimentary tickets for Presenter and Producer unless otherwise agreed in writing.

Public Announcement

There shall be no announcement or advertising of _____ (Name of Show) until this deal memo is fully executed. Should _____ (Name of Show) be announced or advertised, it is understood and agreed that the financial arrangements reflected herein are accepted and agreed.

We look forward to working with you on a successful engagement of _____ (Name of Show).

Sincerely,

(NAME)

Signature page to follow

AGREED AND ACCEPTED:

(Organization's Name)

By _____
(Signer + signer's role)

(Organization's Name)

By _____
(Signer + signer's role)

Date _____

Date _____