



## ***Contract Rider***

### **THEATRON**

*Please read this carefully. Sign and return one copy to The Institute for Church and Family*

Thank you for inviting Theatron to your event. We are excited about partnering with you to help make your event successful. You are receiving this sheet to make sure that all of us understand what we have agreed to and what the expectations are for this event. If you have any questions at all, please notify the Institute for Church & Family at (501) 279-4660.

Normal arrangements for hosting Theatron include travel expenses, accommodations worked out prior to arrival, and meals. Theatron will drive if the location is within 9 hours driving time of Searcy, AR. If the location of the performance is beyond that distance, Theatron will need to be flown at your expense unless other arrangements have been made by the Institute for Church & Family.

Normal expenses for Theatron are figured as \$0.45 per mile and \$8.00 per meal that they have to eat out. You may also work out a flat fee with the Institute for Church & Family.

If you are printing a program for your event, please add the following:  
“To schedule Theatron at your next event, please contact the Institute for Church & Family by phone (501) 279-4660, fax (501) 279-4931, or e-mail:  
[Theatron@harding.edu](mailto:Theatron@harding.edu).”

You will be asked to pay a non-refundable deposit for Theatron. This deposit helps defray some of the costs in connection with planning for your event. The deposit will be included in the total expenses for you event. Please submit the deposit with the signed contract and rider. If your deposit and signed contract and rider is not received by the enclosed date, your event date will no longer be held.

If you need to cancel the performance for any reason, do so at least three months prior to the date. If you cancel after this date, it is understood that you will be responsible for the deposit and 100% of any other expenses that have already been incurred by Theatron for your event.

*make an  
eternal  
difference*  
MOBILIZING CHURCHES AND FAMILIES TO MAKE AN ETERNAL DIFFERENCE

Theatron's needs are not extensive, but please read the following as they are critical for the effectiveness of the performance.

**Housing**

Theatron is willing to stay almost anywhere. Since they are on the road often, we ask that they have a bed. They do not mind staying in people's houses or in cabins if they are at a camp facility. They also enjoy staying in hotels. Please make arrangements early and discuss them with Theatron's representative. If they are staying in a hotel, please take care of billing before they arrive. Put the reservation under Theatron. If they need a person, use Dale Coley unless their representative has another name.

**Food**

Theatron will eat pretty much anything you feed them. Included in your fee for Theatron is money for their meals. Please be sure and make arrangements for them to eat while at your event as well. If they will be eating at restaurants while at the event, that will be added to their fee.

**Stage**

Theatron can work with a variety of stage arrangements. Please let them know early what they have to work with. This includes stage area, lighting, and sound. Send a diagram if you have one.

**Sound**

If they are performing for a large group, they will need microphones. Please make arrangements to have PCM's available for their use. If you have any questions about this, please discuss them with Theatron's representative.

**Payment**

Theatron does not seek to make a profit in their ministry. However, they have to have money to support their ministry. Therefore, it is imperative that your payments are on time. It is important that by the time we leave your event that all balances are paid in full. If you have any "red tape" to go through, let's take care of those in advance. **All checks should be made payable to Theatron.**

Thanks again for your attention to these needs. Theatron is excited about coming to your event, and your help in these matters will help make it a success. Feel free to contact us with any questions.

I understand and agree to the above arrangements:

Sponsor's signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Name \_\_\_\_\_  
(please print)

Organization \_\_\_\_\_ Date of Event \_\_\_\_\_