

BEN GLENN Rider

Dear Event Organizer,

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.

To further support your efforts to create the best possible event experience for your audience, one of our staff will be contacting you a few days before the event to go over any details and to answer last minute questions.

For more Information:

Polina Osherov, Event Director

O: 800.763.2609 F: 800.417.1922

mobile: 317.752.1476 (no voicemail, please text if in need of immediate assistance)

polina@simpleadhd.org

Social Media Information:

Instagram @simplybenglenn & @benglennart

Twitter @simpleadhdexpert

Youtube: @simplybenglenn

Website: simplybenglenn.com

Hashtags: #chalkguy #benglennart #chalkguylegodrive

SETUP REQUIREMENTS

Stage/Seating

Please allow an area of at least 16 feet wide and 15 feet deep 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.

For events held in a hotel meeting room it is preferred to have all the seats facing the stage. If it is available, it is preferred to use staging to elevate the performance so all the attendees can see.

For events held in large conventions centers or arenas please provide your AV/Stage setup contact at the venue with a copy of this rider. Please ask them to be available during my schedule set up time.

For events held in auditoriums or sanctuaries please provide a copy of this rider to the AV technicians and have them there on location an hour prior to the event start time.

For events held in a school 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 this is not possible please inquire about doing multiple shows to accommodate your size group.

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.

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 setup with the other performers before they begin their setup.

If Ben will be sharing the stage with a band, cheap plastic tarps should be purchased to place over drum kit, keyboard and other band equipment. Be sure to have volunteers to help with this before Ben's presentation.

Ben's canvas can be moved if needed. Please provide two volunteers to carry Ben's canvas on and off the stage.

A/V

Please provide a good quality sound system with wireless handheld mic. (Regardless of your size of group)

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 via an iPod. NOTE: The iPod will need to be at the front of the stage to allow Ben to stop and start his drawing music. Make sure that the microphone cord (XLR Cable) is long enough to reach the center of the front of the stage area for easy access by Ben during his performance.

Lighting

Ben requires regular stage lighting while he's speaking, and some directional stage lighting on his canvas while he is drawing; NOT a big spotlight from the back of the room.

If your event is using an event production company, they will need to direct a few of their lights onto Ben's art canvas that will be placed center stage, to ensure that all the attendees can see Ben's drawing performance.

NOTE: Hotel Ballrooms do not come with adequate stage lighting. Be sure to make arrangements to light the stage area with your hotel or local A/V rental company. **You cannot enjoy what you cannot see.**

For smaller events/facilities where a professional sound/lighting setup is not available, Ben can bring a small portable light to illuminate his drawing canvas. This light only illuminates the canvas and not Ben while he is speaking. (If he is traveling outside of the US, due to weight restrictions he cannot bring this light).

NOTE: If your event is going to be held in a gym then you will need to provide an extension cord that is long enough to reach the middle of the gym in front of the bleachers where the audience will be seated. Ben will use his small light in addition to the light already in the gym to illuminate his canvas.

The Frame & Legs

You will need to construct **the frame** that Ben will use in his presentation and stretch the canvas. BEN WILL CONSTRUCT AND ATTACH THE LEGS WHEN HE ARRIVES. Instructions for building the frame and stretching the sheet are at the end of this rider and a link to a video showing how to properly stretch the canvas is included in the email that was sent to you with your contract. **VERY IMPORTANT:** Please build the frame **EXACTLY** as described in the instructions. Different thickness wood, additional brackets, mitered edges – all these things while appearing to be helpful actually make the frame unusable and will require for it to be re-constructed.

SUPPLIES FOR THE FRAME:

1. FRAME: 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.
2. FRAME LEGS: 4 more pine wood slats measuring 1x4 inches. These slats need to be as straight as possible. Two slats need to be 6 feet long and four slats need to be 4 feet long. (Just have the hardware store cut two 8 foot slats in half.)
3. CANVAS: Queen-sized, Threshold 300 Thread Count Ultra Soft Flat Sheet in either BLACK or NAVY from Target. You can order it online [HERE](#). Of all the BLACK or NAVY, flat sheets available on the market today, the Threshold brand is ideal for Ben's artwork. Do not iron or wash the sheet. (If you are unable to find this brand of sheet, please contact Polina.)
4. ELECTRIC DRILL: Please have an electric drill available for Ben to make and attach the legs to the frame. He will bring the right screws, so you do not need to provide those.

Ben requires a separate frame for EVERY presentation that he does, but can **reuse** the legs.

Other very important items you need to provide:

1. Two* 8x12/9x12 drop cloths. **IMPORTANT**: Please purchase a drop cloth that has fabric/paper on one side and poly backing**. Here are some excellent options:
 - Gotcha Covered Absorbent Drop Cloth (KimberlyClark model#:77196)
 - Finish Factor Heavy Duty Paper Plastic Drop Cloth (Finish Factor Model:02612/12FF)
 - 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 presentations may require multiple drop cloths.

**Ben works with chalk during his art performance. Chalk dust will not stick to plastic tarps and can be tracked around the immediate stage area. Plain fabric drop cloths slide around on wood stages and gym floors. The fabric/poly backed drop cloth sticks to the floor and catches the dust.

2. Ben's drawings are a mini-workout so a couple of bottles of water per presentation will greatly appreciated.

3. Creating the chalk drawing is a bit messy, so while you are at Target or the hardware store please grab a couple of hand towels (or something similar) so Ben can clean his face and hands off after his drawing before he speaks to your group.

4. Please provide 1 heavy duty 50 foot long (or however long it needs to be to reach the middle of the stage area) extension cord (3 pronged), so Ben can plug in his projector for the lightshow portion of this presentation. (this is in addition to the extension cord Ben needs to plug in his iPod.)

LOGISTICS

Event Parking/Venue Access

If your event is taking place in a large facility with multiple entry points and parking amenities, please provide information about the best load-in/parking location. 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 45-60 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 predetermined 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 setup and be a gopher if the need arises.

Hotel

Unless arranged otherwise, Ben's office will reserve his hotel. If you are making hotel arrangements, please reserve one room and provide us with all the hotel information (name, address, phone number, etc), as well as the confirmation numbers ahead of time. Have the room key waiting for him at the check-in/reception area. Ben's prefers a nonsmoking, room, 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, Ben is comfortable using the GPS on his phone and does not require directions.

Green Room

If Ben has multiple events throughout the day at your venue and there will be ample down time then a Green Room would be very helpful. 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 at least two chairs as well as some water and if you can swing a few healthy snacks (oranges, Ben's a big fan of Beef Jerky), Ben would be blessed!

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 setup and soundcheck. Please advise us of the time when Ben needs to setup before the day of the event.

Promotional Tools

We do not have press release templates or posters, but you can download promotional images of Ben [HERE](#). You can download Ben's bio and intro [HERE](#). A variety of videos can also be found on Ben's [Youtube](#) channel.

FINANCES & PRODUCT

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. 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.

Merchandise

Please provide **1 eight foot table for merchandize** – Ben has inexpensive, high quality items (books, posters, original art), 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 know that if Ben is not permitted to sell his product, this may mean an increase in the honorarium in accordance with Ben's "Personal Appearance Contract".

Depending on the size of the group, Ben will need ONE or TWO trustworthy individuals to assist him in running the sales table. These people should arrive 30 minutes before the beginning of the event to introduce themselves to Ben. **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.

Settlement

All payments should be made via non-personal check. Checks should be made payable to **CMI, Inc. CMI, Inc is a C-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 PRIOR to performance time, unless other arrangements have been made in advance. If you prefer to pay by Credit Card, please note that there will be a 3% surcharge to cover the credit card merchant fees. Contact Polina to make arrangements to pay by credit card.

Performance/Reproduction of Show

No portion of Ben's performance may be recorded, filmed, or taped in any form **for resale**. Recording for archival purposes is permitted. If a recording is made, we appreciate a copy being shared with our office. Photography and Social Media are welcome.

FRAME BUILDING INSTRUCTIONS

WHAT YOU WILL NEED ▶

2 1" x 4" x 6' PINE PLANKS

2 1" x 4' x 8' PINE PLANKS

8 1½" WOOD SCREWS

SCREW GUN

ONE FLAT, QUEEN-SIZE BEDSHEET (BLACK OR NAVY)

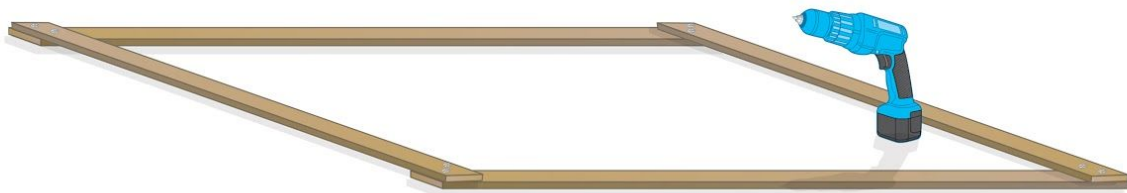
ELECTRIC STAPLER & STAPLES

BUILDING THE FRAME ▶

LAY THE 8' PINE ON THE GROUND AS SHOWN



LAY THE 6' PINE ON TOP OF THE 8' PINE AND SQUARE THE CORNERS
AND SINK TWO SCREWS INTO EACH CORNER

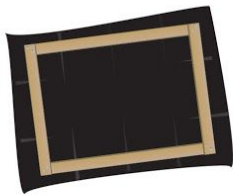


IMPORTANT: Some of you who are handy may be tempted to “improve” on these building instructions. Please DON’T! While we appreciate your creativity and the desire to go above and beyond, the frame really does need to be constructed as described. Thank you!

MOUNTING THE BEDSHEET

GOAL Stretch the sheet on the frame as tightly as possible.

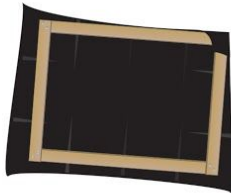
The frame may look lopsided/warped after you are done from the sheet being so tight and that is okay.



1 Unfold the bed-sheet and lay it flat on the ground

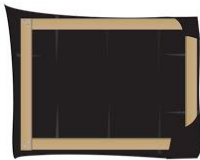
2 Place the wooden frame on top of the bedsheet with the 6' pine facing up.

3 Staple one corner of the bedsheet using 3 to 4 staples.



4 On the short side opposite the corner you just stapled, pull the bedsheet to tighten. Keep it tight, fold over and staple using 3 to 4 staples

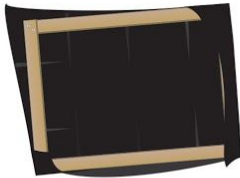
5 Fold the rest of that side over and staple every 1 to 2". Do not pull this side; simply fold over and staple



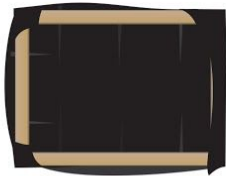
6 On the opposite side from which you just stapled, go to one of the corners and pull the sheet towards you to tighten. Keeping it tight, fold over the frame and staple using 3 to 4 staples.

7 Go to the opposite corner and repeat step 6.

8 Go to the middle of the frame on that same side and pull the sheet tight towards you. Tight to the point of almost tearing. Still pulling tight, fold it over the frame and staple using 3 to 4 staples.

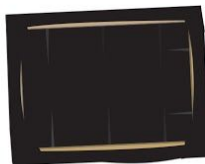


9 On the same side, staple the sheet to the frame mid-way between the corner and the center and the center of the frame where you just put in the staples. Put in staples every 1 to 2", then repeat on the other side of the central staples.



10 Go to the middle of one of the long sides. It is best if you start with the side with the least amount of slack. Pull the sheet towards you really hard. It may feel like you're pulling too much but it's never too much unless the sheet actually starts ripping. Keeping the sheet tight, fold it over the frame and staple using 3 to 4 staples.

11 On the same side, staple the sheet to the frame mid-way between the corner and the center and the center of the frame where you just put in the staples. Pull tight and put in staples every 1 to 2", then repeat on the other side of the central staples



12 Repeat steps 10 and 11 on the other long side of the frame

13 You will know you did well if the middle of the canvas is very tight, much like a drum.

