

**THEATRE & KIDS / ONSTAGE & OFF, INC.**  
**SUMMER CARAVAN ENGAGEMENT AGREEMENT 2018**

Thank you for choosing to host us at your location!

Please look over this page and make sure all of the information is correct. If anything below is incorrect, please call our booking agent Lynn at 610-996-5968 and we will remedy the problem and send you a new copy immediately.

Organization Title	Performance Date & Time
Contact Person	Name of Show to be Performed
Venue Street Address	City, State, Zip
Contact Phone Number	Approx. Audience Total      Age range

Cost:

- \_\_\_\_\_ \$300    One Performance
- \_\_\_\_\_ \$500    Two Performances at the same location on different dates
- \_\_\_\_\_ \$460    Two Performances at the same location on the same date with approximately  
                  30 minutes in between
- \_\_\_\_\_ \$\_\_\_\_\_ Other    (NOTE: our pre- performance fee has increased only \$5 in two years!)

Deposit is due by June 10<sup>th</sup>. Please plan to pay the remainder of the fee on performance day.  
Make checks payable to On Stage & Off, Inc. – Tax ID/EIN # 23-3055727

Our information:

We will be arriving with our trained team approximately one hour prior to your scheduled curtain time. After the show, which is approximately one hour, we will be happy to greet your audience in costume and depart from your facility, leaving it exactly as it was before we arrived. We usually depart within forty-five minutes of the end of the show.

\_\_\_\_\_  
Agents, Will Liegel / Lynn Schwartz

Date \_\_\_\_\_

## SUMMER CARAVAN HOST QUESTIONNAIRE

Please complete this questionnaire and send it at least two weeks before your scheduled performance. Your deposit for your performance (\$100 minimum) should have been paid by June 10<sup>th</sup>, 2018. If you

did not pay the full amount, the remainder is due at arrival on performance date.

If there are questions or concerns, please feel free to call us at 215 – 858 – 9528

Or email us at [wliegel@phil-mont.com](mailto:wliegel@phil-mont.com)

- Does your audience have any previous theatre experience?
- Are there any activities planned for your audience directly after the show?
- Do you plan on having an after-show discussion or talk-back session?
- Please describe / sketch your performance area (classroom, stage area, outdoor pavilion, etc.)
  
- Is there anything we need to know about finding your location? (Please note if there is a different address that should be entered into a GPS)
- If there is more than one entrance to your facility, where should we enter?
- Who do we ask for when entering your facility?

Enclosed, find \$\_\_\_\_\_ Deposit or \$\_\_\_\_\_ Payment in full

Again, please plan to pay the remainder of the fee on performance day. Make checks payable to  
On Stage & Off, Inc. – Tax ID/EIN # 23-3055727

\_\_\_\_\_  
Signature of Hosting Agent

\_\_\_\_\_  
Date