



Hospitality Rider 2020

Organizers are requested to please read this carefully. Any deviations need to be brought to the attention of band management at the earliest. Non compliance to this checklist could be grounds for cancellation of the show.

A	Payment	
	Transfer advance payment of 50% of show fee to block the date.	
	Transfer the balance payment or hand over a Demand Draft prior to the show.	
B	Outstation Travel:	
	Book return air tickets for passenger list for requested sectors as per confirmation from band manager	
	Send tickets to the band manager minimum of 3 days prior to travel date	
	Book pre-paid excess baggage, complimentary meal and Fast Forward check-in (where applicable) for each sector as per manager's request and send confirmation via email to band manager	
	Book 03 x AC SUV vehicles (Innova preferred) for local transfers for the band. These should be dedicated vehicles from authorized rental agencies with proper papers.	
	Inform band the driver details prior to band's departure from source city	
C	Accommodation	
	Book AC double rooms as per rooming list in a hotel with minimum 4-star facilities. Service apartments are also acceptable.	
	Confirm payment plan with hotel: rooms to be - bill to company, in-room dining, complimentary breakfast, Wi-Fi access	
	Send copy of hotel confirmation to band manager with details of the name in which the booking has been made	
D	Technical Rider Confirmation	
	Provide vendor contact to band management for confirmation and clarifications	
	Confirm that sound, light, stage and LED vendors have received and read the current version of the band's Tech Rider	
	Confirm that the sound vendor has agreed to provide the requirements on the band over email	
E	Soundcheck	
	Schedule for 2 hours of uninterrupted soundcheck time on the day of the show, AFTER complete setup (generator, stage, PA, sound) has been completed. Note that soundcheck generates similar noise levels as show.	
	If the venue is outdoor ensure that the stage is covered during soundcheck	
	Allow for 40 minutes of time during or after soundcheck during the dark for focusing of lights by the Light Engineer	
	Ensure only working personnel and production crew allowed in the venue	



	during soundcheck	
	Note that band reserves the right to cancel the show with no liabilities if organizer is unable to provide proper soundcheck	
F	Greenroom / Backstage	
	<p>Arrange for private green room as close to the stage as possible which must</p> <ul style="list-style-type: none"> - accommodate 8-10 pax, be adequately lit - have 2 sofas, 8-10 chairs, 1 large table, costume rack and mirror close to the stage - have clean toilet attached or close by 	
	Ensure access to green room and backstage area is limited to authorized personnel only	
	Ensure security in the green room area for band to store personal belongings during the show	
G	Food and Beverage	
	Water: The band discourages the use of single use plastic water bottles. Organize 2 x 20L water dispenser in the green room with reusable bottles.	
	Snacks: The band will need 6 non-vegetarian packed snacks (sandwiches, rolls), 3 vegetarian and 1 vegan packed snacks prior to the show. This should be made available in the Green Room 60 minutes prior to showtime	
	Lunch/Dinner: The band will prefer ordering dinner from the room service or a-la-carte restaurant menu. However, if lunch or dinner is being arranged at the venue, the band will need 5 non-vegetarian and 3 vegetarian meals and 1 vegan. These should be evenly balanced with salads, hot Indian breads, accompaniments and condiments. Please provide cutlery and enough drinking water during band meals. Seasonal fresh fruit must be available in the green room at all times.	
	Hot and Cold Beverages: Tea and Coffee needs to be available at all times. Please provide an electric kettle, water, tea bags and coffee sachets with sugar and creamer in the green room. Please arrange for 6 tetrapak juices as well.	

H. Additional Notes:

MC Presenters/Meet-n-Greet/Media Interactions

- The MC of the show, if any, needs to run the script of the band introduction past the Band Management for approval. Please request a band profile in advance so that you are better prepared. Please do not ask the band for information just prior to the show.
- All non-show commitments (radio interviews, video interviews, photo ops, sponsor interactions) need to be approved and scheduled by the Band Management prior to the show. The band will try its best to accommodate all requests.



- Photographers and videographers must wear black and stay away from the band members while the show is going on
- Immediately upon completion of the show the band needs time to pack up equipment and interactions if any may take place once this process is completed. Organizer must ensure that the stage is secured at this time as well.

Collateral Approvals

- All promotional material used to promote the show needs the written approval of the Band Management.
- Please ask for high resolution images and logos as you may need

Merchandise Sales

- The band reserves the right to sell merchandise (CDs, collectibles) among the audience during and after the show.

Show Flow Delays, Dinner Service, Photography, Audio recording, Stagehands

- The band prides itself on being on time and expects the same professionalism from organizers. Once a show start time has been committed, the band will report backstage, at the appointed time. However, if unforeseen delays longer than 25 minutes occur AFTER the band has reported for performance, the band reserves the right to refuse to perform at no liability.
- Dinner shall NOT be served during the course of the band's performance.
- The band encourages audience and organizers alike to take pictures and shoot videos. However, no photographers or videographers will be allowed on the stage during performance.
- No audio recording from the mixer console is permitted, unless expressly approved by the Band Management over email.
- **One member of the organizing team must be available for any eventualities in the backstage area.**

Authorized Signatory



Date:

Place:

Contacts: Band Manager: Jishnu Dasgupta | +91 9901888277 | jishnu@swarathma.com