

MARSHAWN EVANS DANIELS

CONTRACT RIDER

MICROPHONE

Please provide a headset (countryman) microphone, a lavalier or a lapel microphone (note Marshawn usually wears a dress when speaking – NOT jackets or collared shirts like men). She prefers NOT to use a corded microphone or a wireless microphone. She also prefers NOT to use a microphone affixed to a podium. Thank you.

PODIUM + STAGING SET-UP

Please have a 2 highboy tables available for Marshawn's items. She prefers a podium plus two (2) hi-boy tables with black table linens/draping for stage display. If no podium is available, provide three black-draped high-boy tables.

LCD PROJECTOR

If needed for the presentation, client is responsible for providing a LCD Projector, Screen and Laptop. Marshawn brings her PowerPoint presentations on thumb-drive. She uses a MAC laptop will not email the presentation in advance. She prefers to use her own computer and will provide a MAC adapter plug-in. Please provide a clicker / advancer for the powerpoint presentation if she will be using your laptop/CPU. Please determine in advance whether Marshawn will require a LCD Projector for her presentation.

WATER

Please provide speaker with 3 bottles of AKALINE water or ARTESIAN Spring Water. Room temperature preferred.

MEALS

Marshawn requires a VEGAN entree. Please provide options in advance so that we can plan accordingly.

PRODUCTS

Please have a table prepared for Marshawn's books, audio CDs, or DVDs. Marshawn needs a 6ft to 8ft table draped with BLACK tablecloth for the product sales table. Please make sure that the table is conveniently located next to the stage or in the room. Please make sure that two people are available on the day of the event to assist with the post-event book-signing and help staff the table. And, please allocate at least 30 minutes of "orientation" time for the volunteers to learn how to facilitate the table duties. If no assistant is available, client is responsible for covering the travel and lodging expenses of an assistant. Marshawn runs all transactions for sales using her own portal and order forms.

PRE-EVENT SPACE + PRE-EVENT EXPECTATIONS

Please provide a quiet, private secure space (ideally a holding room) for Marshawn before the event begins. The terms of Marshawn's appearance are outlined in your contract. Please do not request that she speak at events or times other than those specifically outlined in the contract. Pre-event and post-event receptions, mixers, tours and meet & greets, and related ancillary events are not included in your contract.

Please try to accommodate the above requests as closely as possible as this will help your event flow smoothly. If you have any questions or challenges, please do not hesitate to contact the ME Unlimited team in advance. It is best to plan ahead so that there are no problems or surprises on the day of your event.

Please do not add on additional duties, meet-n-greets, or scheduling requests not outlined in the contract.

Email info@marshawnevans.com with any questions.

We look forward to working with you!