

UPDATE 4/2009

30. PRODUCTION ASSISTANT/RUNNER

PURCHASER will provide PRODUCER with a production assistant/runner to be available when ARTIST'S road manager arrives until his departure after the show

31. GROUND TRANSPORTATION

We require 2 private, professional, chauffeur driven vehicles. For airport pickups, please meet us with a signs that say: "COLLINS" & "WILLIAMSON" at the baggage claim luggage carousel. Please have a venue or promoter representative meet Ms. Collins at the airport with a sign(at the gate if possible, if not, then baggage claim) to escort her to the hotel and assist with her check-in.

VEHICLES

Ms. Collins: non-smoking limo with seatbelts, umbrella, and telephone driven by professional chauffeur. Ms. Collins' driver needs to be in contact with our music director during the show to ensure that the car will be at the venue when Ms. Collins is ready to leave the venue.

Road manager: Professionally driven large minivan, passenger van, or Full Sized SUV with **enough space for 3 passengers** and 10 large pieces of luggage. **IMPORTANT Please Remove second rear seat for luggage space whenever possible.**

32. ARTIST HOTEL SUITE

- 5 or 4 star hotel for JC. Non-smoking suite as high as possible on private concierge or club level with a view.
- Hotel must have room service that is available from early morning to late night, for after concert.
- Quiet, away from street noise, parking lots, vending machines, and elevators.
- Please include at least 6 large white towels, and at least 4 feather pillows (no foam pillows please).
- For each night that JC will be staying at the hotel, please provide 2 large bottles of Evian water and a bowl of fresh, whole fruit.
- If suite includes a mini-bar, please have all chocolates, candy and junk food taken out before Ms. Collins arrives. You can keep beverages in there.
- Please have hotel provide turn-down service for bed, if available.
- Local daily newspaper and New York Times delivered to room for each day at the hotel.
- Keyboard in hotel suite: Please have set up prior to Ms. Collins' arrival. Do not remove until after her departure: One 88-key weighted piano keyboard with speaker, stand, bench/stool, and headphones(preferred model is the Roland DS 600/700 or Yamaha P200, etc . . .) Contact the Hotel Concierge and bell staff to facilitate delivery and pickup of the keyboard.
- Upon arrival at the hotel, please be sure to provide Judy Collins with rooming list of her entourage and when possible, room keys for the staff members who will not be able to arrive at the hotel until after the show.

33. ARTIST DRESSING ROOM

One (1) "Star" CLEANED locked dressing room for ARTIST with the following items:

- "Please do not Disturb" sign for door
- Clean private bathroom with shower, sink, and toilet (Kindly check shower in dressing rooms before ARTIST arrives, to be sure they are working, with hot and cold balanced water. Please let ROCKY MOUNTAIN PRODUCTIONS office know that the shower is in order when advancing show, so that if they are not, other arrangements can be made for showering.
- Air conditioned and/or heated - please include an electric fan
- 12 bath size white towels. If these are new, please make sure they have been washed before giving to Ms. Collins
- 2 feather pillows w/ pillowcases (no foam pillows please)
- 1 boom microphone stand with round base (borrow from sound crew)
- Chair with back
- Full length mirror
- Mirror behind a counter with 110 volt household outlets
- Four 75 watt household light bulbs for use in ARTIST dressing room for additional light for make up, costumes, etc. (We travel with our own light fixtures)
- It is important that there are plenty of electrical outlets in the dressing room area, and if there are not, please provide an ELECTRICAL POWER STRIP with a minimum of four (4) outlets.
- Tall garment rack for heavy wardrobe garments
- Wardrobe attendant for ironing and steam pressing (should arrive 4 hours prior to show time call and stay until after intermission)
- Wardrobe steamer machine, iron and ironing board
- Internet-WIFI first choice where available
- A bowl of fresh, whole fruit (no fruit salad)
- Plenty of Diet Coke, silver cans only, Evian and Perrier water
- Freshly brewed unsweetened Iced Tea with Splenda packets and lemons on the side
- Silver Cans of Diet Coke (At least 12 cans)
- If there is a microwave available, please provide Paul Newman's Microwave "All Natural" Popcorn

34. ROOMS FOR JUDY COLLINS STAFF

- Please provide a production room for our road manager, that includes mirror, coat rack, at least one table and 4 chairs, bathroom with a sink, shower, 2 towels, and Internet access WIFI first choice where available.
- We also need a small dressing room for Judy's musical director with 6 towels, bathroom, mirror, 4 large bottles of Perrier and 2 large bottles of water.

35. ARTIST'S STAFF LUNCH

Lunch is for 2 people; the tech. director and musical director. **It should be available either stage side or in the green room upon their arrival in the early afternoon(2pm) until the end of the show.** Please include:

- Freshly brewed unsweetened Iced Tea with Splenda packets and lemons on the side
- plenty of Evian and Perrier water
- coffee, half & half, large “to go” coffee cups with lids.
- Mixed sandwich platter
- fresh fruit
- oatmeal raisin cookies(WITHOUT NUTS, thanks)

36. ARTIST'S DINNER

- Dinner for 4-8 people should be served 3.5 hours prior to show time.
(Please confirm # of people when advancing show w/ Ms. Collins' office).
- Please set up dinner as buffet or family style for Judy and her staff in a room separate from Ms. Collins' dressing room w/ dinner table, chairs, etc.
- Please make sure that there is a way of keeping food hot, i.e. sternos check with road manager/technical director to make sure everyone has eaten before putting food away.
- Please, no plastic or paper service
- Rolls and butter, I Can't Believe It's Not Butter Spray, **salt, pepper**, Soy Sauce or Tamari, bottle opener
- Chicken soup
- salad with onions, sliced tomatoes on the side, and both balsamic vinaigrette and ranch dressings
- 1 whole roasted, freshly carved, well done, free range chicken
- Another entrée of pasta, beef, or fish or other regional favorite or specialty of caterer (no veal). Please confirm second entree with Ms. Collins' office when advancing show.
- Brown rice, hot gravy, steamed or sauteed mixed vegetables, and snow pea pods
- Desert(no chocolate or nuts please)Sugar free Jell-O, another dessert (caterer's specialty),
- decaf & regular coffee with half & half
- Freshly brewed unsweetened Iced Tea with Splenda packets and lemons on the side
- Silver cans of Diet Coke (At least 6 cans)
- COKE ZERO 6 servings
- 2 large bottles of Evian water & Perrier water
- No alcohol, peppers, nuts, tomatoes, eggplant, in cooking

29. STAGE DRESSING:

PURCHASER will provide:

- **2 dozen long stem red roses in a clear vase** to be placed on the floor beside the well of the piano, two feet to 30 inches tall.
- water table to be placed upstage of the toe of the piano with 2 glasses filled with room temperature Evian water
- one 2'x8' work table at ARTIST stage entrance wing for guitar & makeup tech
- one music stand with a light
- two traditional “capo friendly” guitar stands with neck and body fork supports