



**Memorandum of Understanding
Between
The Wheel Company and F.A.C.E.**

We the under signed, are in agreement to the following listing of responsibilities between The Wheel Company (Production Company) of 2995 Woodside Rd. Woodside, CA 94060 and the non-profit group known as F.A.C.E.S (Client) of 3543 Ash, San Francisco, CA to produce a benefit concert, in McLaren Park on August 1, 2004.

The Production Company will be responsible for providing overall event management that will include but not be limited to the following areas:

1. Create and manage a mutually agreed upon production budget
2. Create and manage a production schedule
3. Coordinate grassroots marketing and regional print advertising
4. On-line ticketing sales and website links
5. Negotiate and contract talent and pay related deposits and payments
6. Engage and facilitate Security and medical staff
7. Obtain event Insurance and Worker's Comp certificates
8. Stage and clock management
9. Sound reinforcement equipment and engineer
10. Fencing
11. Equipment Rental (wireless radios, barricade, vests etc)
12. Food and beverage concessions
13. Craft Vending
14. Non-profit and community tables
15. Backstage hospitality and ambiance
16. Facilitate set-up, de-construction and clean up of event site
17. Secure beer and wine sponsorship (if applicable)

The client will be responsible for providing support services that will include but not limited to the following areas:

1. Provide 501C3 Non-Profit affiliation from a community group
2. Help in securing all required city permits and permissions
3. Communicate with local groups and community leaders
4. Staff a volunteer pool of approximately 25 people doing 4 + hour shifts on day of show to assist with parking control, usher duties, fence staffing, production runner, sign placement, hospitality, will call and guest lists,
5. Distribute handbills and post fliers locally



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- 6. Coordinate with local area restaurants and or food vendors to provide for adequate food and beverage concessions for patrons
- 6. Create event t-shirt and oversee sales
- 7. Host after event party for Tom Murphy and de-brief session!

It is further agreed that all of the financial arrangements, pre-production deposits and end of show settlements and payouts will be handled and supervised by the Production Company with full disclosure to the Client. After all agreed expenses, liabilities and show related expenses are paid out, the remaining funds will be divided at a rate of 80% to the Production Company and 20% to the Client. It is further agreed that all monies to be paid out to the Client, will be distributed in one check that will then be disbursed to selected local schools and or charitable organizations at the discretion of FACE.

X _____

X _____

The Wheel Company

F.A.C.E.S.

Date _____

Date _____



**The
Wheel
Company**

Concert Promotion
