



SIDEWINDERS RANCH

Home of the ABQ Eagle, the Black Cat Cabaret, and the Nest

8900 Central Ave SE, Albuquerque, NM 87123 – (505) 554-2078



Contents

Sidewinders Ranch.....	2
Our Mission.....	2
Tolerance Policy.....	3
Cancellation Policy.....	5
No-Call/No-Show Policy/Drop-Out Policy.....	5
Producers, Hosts, Artists – General Show Production.....	6
Producing an Event at Sidewinders – General Aspects of an Event	8
General Guidelines.....	8
The Event Poster – Dos and Don’ts.....	10
Sample Timeline to Assist	13
Additional Tips on Producing Events at the Cabaret (Quick Checklist).....	14
Bar Operations (bar staff):	14
Promotion of the Event/ Pre-Event Tips:.....	14
Operation of Event/ Day of (Showroom side):	15
Stage Manager Duties Summarized.....	15
Producers: Clean-up of stage, dance floor and back dressing rooms.....	16
Letters to Help with Communication.....	17
Letter to Producers	17
Letter to Artists:	20
Additional Rules and Regulations	22
RIGHTS AND RESPONSIBILITIES OF THE Producer.	22
PERFORMANCE OF SERVICES.....	23
Advertisement of Event	24
Frequently Asked Questions:	25

Sidewinders Ranch

Welcome to Sidewinders Ranch! We are so happy that you've joined us and hope to grow a long-lasting relationship with you.

Sidewinders Ranch is home to many entertainers, social groups, and organizations. We have over 50 organizations and groups with which we hold an extremely close affiliation. It is crucial that we have a safe, inclusive, and community-oriented environment.

We are here to assist in providing a safe place for everyone who wishes to be a part of Sidewinders Ranch. This includes the ABQ Eagle, the Nest, the Black Cat Cabaret and the Bar. If you need special assistance, please coordinate with us and keep everyone in communication.

Our Mission

We are happy to be a part of and provide a safe, inclusive space for everyone in our community. Over the last two years, we have taken an active role in improving our space, policies, attitudes, and other things that need improvement. We have also put together a list of what we believe and have asked our staff to be a part of our mission.

- We Believe: TOGETHER, our differences make us stronger.
- We Believe: DIVERSITY is a necessity.
- We Believe: HOPE, inspires courage, spirit, and promise.
- We Choose: to GIVE back to our community.
- We are very proud to share this with everyone, as we continue to help people build our community.

Tolerance Policy

Here is our tolerance policy which applies to everyone – not just our entertainers, hosts, or producers. While you may have had issues at other venues, we are willing to give everyone a fresh start.

However, please be on your best behavior. Alcohol can impair judgement – don't let it impair yours to the point that you cannot act in a civil manner and in a manner that is within our guidelines; do not bring "known" issues to our cabaret.

Most people can be professional, but those who aren't will lose the opportunity to host, perform, or otherwise appear in any event, as well as attend any event. We ask the following of everyone (guests, entertainers, hosts, family, friends, contractors and so forth); this includes discussion groups, listservs, social media, text messaging, and any manner of communication that can have an impact on someone's life:

- Refrain from verbally, physically, mentally and sexually harassing people
- Any intentionally demeaning, non-inclusive behavior, or social media posts intended to cause friction and do not align with our inclusive and accepting environment will cause in loss of participation in the cabaret. Please be sure to read:
 - BEHAVIOR. Insubordination, lack of cooperation, lack of professionalism and slander/defamation, coup-like behavior and any unacceptable behavior is unwarranted and can be grounds for dismissal and future participation. The Management of Sidewinders will strictly enforce this.
 - This includes all social media and any posts designed to exclude people, or meant to degrade, intentionally hurt, or demean someone. **Leaders must hold themselves to higher standards and should be very conscientious of what they post and the intent of their posts.**
 - If you are found to go against these standards, you will be notified and asked to assist in addressing it.
- Follow this general four-way test: <https://my.rotary.org/en/guiding-principles>
- Do not touch others, speak to others in a sexual manner or create friction when it is not welcomed. Do not use racial, gender or any kind of slurs for comedy or in any way.
- Do not diminish the importance of people's occupations, rights and abilities.
- Be as respectful as possible to all groups and people; respect gender identity, sexuality, physical attributes, sexual orientation, and culture.
- Do not use stereotypes in any fashion
- Comedians, hosts, announcers, producers – please be mindful of the jokes and banter on the mic and follow all of the above. Any reference to unchangeable human conditions (racial slurs and stereotypes will not be permitted)
- All hosts and performers are subject to dismissal from any show at any time due to misconduct, demoralizing behavior and disrespectful behavior.
- All hosts and performers must give trigger warnings when doing something that may cause someone to faint, vomit, scream, etc.
- When "reading" or doing any kind of "known" and potentially harmful discourse, be sure the context is appropriate. For example, "reading" someone during a "reading" show is warranted but do not attack

occupations, unchangeable human conditions (i.e. someone who lacks mobility should not be made fun of our read in a fashion that is demoralizing).

- No sex anywhere on premises and in parking lot.
- Performers and hosts will be immediately coached if they are found to say anything that goes against this. If a performer or host does not take the feedback, they will be dismissed for 60 days. If the behavior persists, dismissal will be 3 months or more.
- Beginning 6/1/2018 – any member of the staff and anyone deemed to be in a leadership position at Sidewinders or the Black Cat Cabaret must not publish any support of any political campaign, including the campaigns related to the Political Offices (i.e. senate runs, commissioner runs, council runs), the U.S. Legislature, the State Legislature, the United Court of the Sandias, the New Mexico Gay Rodeo association, or any other political-based organization. All staff must appear neutral in social media, unless they are running for those positions.
- Everyone will have a chance to correct their behaviors, getting a “second chance” but do not take advantage of this.
- **Do not move stage lights, hang anything on any curtains, or move anything in the cabaret without first asking. Moving of any speakers, lights, sound equipment, curtains, and so forth should not be done without asking the Artistic Director first. Do not attach or staple anything to the walls of restrooms, the bar, the cabaret, without first asking, unless it is on the designated corkboards.**

Cancellation Policy

A minimum of 21 Days notice will be required for cancellation of any show, unless there is an emergency. Any cancellation made with less than 21 Days notice prior to the agreed upon service date will result in loss of performances and producing at Sidewinders and a fee of \$100 will be assessed to the producer. Payment arrangements via fundraising or monthly payments can be made.

A performer who is a no-show for an event or show without notifying the Stage Manager, producer, and Artistic Director with a valid reason (illness, work, emergency) will not be able to perform for 3 months.

Performers who do not have documentation and decide not to perform on a performance day will be held to the same standard if they drop out the day of a show. Performers should help find a suitable replacement for the show they drop out of if it's the day of the show.

No-Call/No-Show Policy/Drop-Out Policy

A performer who is a no-show for an event or show without notifying the Stage Manager, producer, and Artistic Director with a valid reason (illness, work, emergency) will not be able to perform for 3 months. Decision to reduce the suspension period belongs to the Dove and Lily court.

All bags are subject to search

- No outside beverages / beverages cannot be brought outside - No alcoholic beverages from outside sources that are not purchased from the venue.
- Please have valid government issued ID at all times.
- All shows / events start at 8pm (and must start within 15 minutes of that time) unless approved. All event times will be approved by the Artistic Director.
- No drugs - All performers, hosts, guests shall not consume or use illegal substances on, before or during the show
- Arrive sober (that includes being sober from any drugs, OTC meds, alcohol, etc.)
- Dropping out of a show on show date without a valid reason: Performers who do not have documentation and decide not to perform on a performance day will be held to the same standard if they drop out the day of a show. Performers should help find a suitable replacement for the show they drop out of if it's the day of the show.

Producers, Hosts, Artists – General Show Production

If you need a poster done, please have specs and information to us at least **6 weeks before a show** as much as possible. During the show, the Stage Manager will often act on behalf of the Cabaret's Artistic Director, so please follow their instructions. Below are some items to relay to your cast every show. Be sure to add the bar staff (stage manager, artistic director, event assistants, and owners) to any show chat, so they can help track show progress.

If this is your first production, **you must work** with the Artistic Director in producing the show, or work with an approved producer. However, the Artistic Director will guide you along the way.

Due to the high volume of productions, please keep chatting in the show chats to a minimum. Remember, the artistic director may be overseeing 30 + events at any one time, so please do not inundate the chats.

Do keep performers engaged by checking in once a week with them. Post a set list during the week of the chat as well. All shows/events begin at 7:30pm or 8pm or 9pm or 9:30pm unless otherwise approved beginning 4/1/2017. Stage manager must be approved by Sidewinders Head Stage Manager and must be in writing to Artistic Director and Head Stage Manager. **Make sure you know when your event starts and get it in writing.**

*****VERY IMPORTANT***** Please have your cast list and host(s) reviewed by the Artistic Director before inviting them to your show. This is very important. The cast and hosts must be approved due to over-commitment of performers, conflicts, reputation, social issues, age, and bans on performers. **All themes of shows, images, and show content must be reviewed by the Artistic Director as well for LEGAL reasons. All posters must be approved by Artistic Director before publishing (even in show chats) - no exceptions.**

Please have a cast of at least 15 - 20 performers as much as possible and remember that if someone backs out, they should find a replacement. They should have a "back-up" number and should be ready to perform at the start of the show (unless producer and stage manager know ahead of time). The cast should always inform stage manager and producer of any issues or concerns. Acceptance of a show also involves acceptance of all risks involved in being on premises and in the performance.

Please review the Rules and Regulations on the Sidewinders website.

Cancelation of an event/show without a 3-week notice will incur a fee of \$100 unless it is due to extenuating, documented circumstances. These include loss of job, extreme illness, family emergencies and so forth. For music, it should be numbered and include the performer's name, as well as date of the show in the e-mail or subject.

- Name (stage name)
- CDs usually can be used but check with DJ
- MP3 or song links
- Song link 1:
- Song link 2:
- Optional Song link 3:

If using a tech sheet: Preferred method of sending in information: <http://www.blackcatcabaret.net/technical-sheets-and-other-information.html>, otherwise for catalogue-type shows, use sidewindersmedia@gmail.com

Standard or catalogue shows are ones in which no tech sheet is needed - performer is not particular on how they are introduced, and there are no special instructions for the performer/stage management.

Producing an Event at Sidewinders – General Aspects of an Event

Skip the parts that don't pertain (i.e. if you're not doing awards, or booking out of state artists, etc., you can likely skip those). This is intended to assist you but might not be all-encompassing.

Please pay close attention to the portion on building your cast.

This document has the following parts:

- 1) General Guidelines
- 2) Tips on Producing Events (this is a cheat sheet)

General Guidelines

- Book event and meet with Artistic Director as soon as possible.
- Discuss Revenue Targets with Artistic Director
- *****VERY IMPORTANT***** Please have your cast list and host(s) reviewed by the Artistic Director before inviting them to your show. This is very important. The cast and hosts must be approved due to over-commitment of performers, conflicts, reputation, social issues, age, and bans on performers. **All themes of shows, images, and show content must be reviewed by the Artistic Director as well for LEGAL reasons. All posters must be approved by Artistic Director before publishing (even in show chats) - no exceptions.**
- Send Cast and Show Theme to Artistic Director for Approval
- Use the official logo found here: <http://www.blackcatcabaret.net/media.html>
- All 18 – 20 year-olds (herein known as “Youth”) who are performing artists/entertainers must be paid a minimum of \$5 per song performed, or \$10 minimum per event. They can ask for more as their own booking fee.
 - If you are asking any 18 – 20 years-old performing artists, **they must be approved by the Artistic Director first.**
 - 18 – 20 years-old performing artists are not required to donate their tips.
 - If 18 – 20 years-old performing artists are asked to be in the show and you'd like them to donate their tips, please ask them when you are booking them. However, any 18 – 20 years-old performing artists you book must agree to \$5 per song or \$10 per show at a minimum.
 - All 18 – 20 years-old performing artists should stay in the non-drinking designated areas.
 - Anyone under 21 years-old is not permitted to drink alcohol.
 - Please feel out online form here: <http://www.blackcatcabaret.net/other-forms.html>
 - Payment must come from the bar or an appointed person, i.e. stage manager or co-owner of the establishment. Funds for payment must be cleared via the establishment and will come from tips earned during the event or from the producer of the event, unless the bar sponsors the 18 – 20 years-old performing artist.
 - Youth are considered Professional Entertainers or Professional Performing Artists in accordance with AGD definitions and are contracted from Call Time to the end of the event (after curtain call) and must leave within a reasonable amount of time after curtain call; this reasonable time is to give them ample time to gather all costumes, make-up, and payment for the event.

- **Youth can waive all fees but they must indicate this in the online form.**
<http://www.blackcatcabaret.net/other-forms.html>
- Designated individuals of the NMGRA and other Resident Groups will have input into all events they are assisting in managing or creating as of 4/12/2018. Posters, casts, and themes will all be by consent and will follow similar standards.
- Artistic Director to approve within 24- 36 hours
 - Approve Cast and Crew
 - Approve Show theme
 - Approve any titles (i.e. Grand Duke, Duchess, Lord, Laerd)
- Survey/Panels if needed – create panels to judge if needed
- Order materials (awards, crowns) if doing a competition
- Book guest Artists if needed; you are responsible for their fees. If Friday/Saturday, please discuss how fees can be paid if there is a cover:
 - Flights
 - Hotels
 - Ground transportation
- Book cast – 20 – 25 performers – one number each (15 is okay, too). Can go up to 30 performers no problem. If a 15 performer cast, then ask if any can do 2 numbers.
 - Cast should use: <http://www.sidewindersranch.net/technical-sheets-and-other-information.html> but often they just send music to sidewindersmedia@gmail.com
- Confirm number of Security and Roles if large group
- If you do not cancel your event with a 3-week notice, there will be a \$100 fee assessed to the producer. This can be made up by fundraising, monthly payment or other method if cash is not available.
- There will be lost of ability to produce shows/events if the producer gives less than a 3- week notice of not being able to produce the event. To produce in the future, the producer will need to meet with the artistic director and come up with a plan on future show production to mitigate risk. At that point, you will be given instructions on how to move forward.
- Staffing – let bar know if you have a large cast or anticipate a large event. People to discuss your event with:
 - Bar
 - Stage manager
 - Spot operator (volunteer unless approved – duties to be given by AD)
 - Door person:
 - Do they need wristbands?
 - Do they need stamps?
 - Do they have a guest list?
 - Do they need a clicker?
 - Do they need an impress bank?

The Event Poster – Dos and Don'ts

- Get graphics and names for poster
- If supporting a non-profit – Need approval from non-profit in writing.
 - Print e-mail or proof of approval
- Need logo and approval of logo usage in writing
- Confirm representative will be present to receive any funds from the event.
- Get list of performer and host names
- Send list to Artistic Director for spelling and approval (please proofread before you send it though)
- *****VERY IMPORTANT*** Please have your cast list and host(s) reviewed by the Artistic Director before inviting them to your show. This is very important. The cast and hosts must be approved due to over-commitment of performers, conflicts, reputation, social issues, age, and bans on performers. *All themes of shows, images, and show content must be reviewed by the Artistic Director as well for LEGAL reasons. All posters must be approved by Artistic Director before publishing (even in show chats) - no exceptions.***
- Once approved (the names, host, usage of logs and nonprofit), send one-sheet/description names to poster person and include Artistic Director.
 - Up-to 2 requests for corrections will be permitted, so please have everything as accurate as possible and include “and other entertainers!”
- Poster must include
 - Producer
 - Host
 - List of Entertainers
 - Location of Event with Address
 - Day of Week and Time, i.e. Wednesday, December 27, 2017 at 8pm.
 - Logo of Sidewinders
 - 21+ Over Event with Valid ID
 - Cover if any (cover needs to be discussed with Artistic Director)
- Once poster is created, it must be reviewed by Artistic Director and non-profit being supported. No exceptions.
 - Once poster is approved, it can be circulated. Once circulated, no more changes to the event poster should be made. At this point, create a group chat or group page. Be sure to add entertainers to chat AFTER poster has been created.
 - If using holdmyticket, please create that right away.
 - Send poster to print if file is correct size (must be hi-res for us to send to print).
 - Ask Bar (Michael Burdick) to Create FB events as PUBLIC if you do not know how, and we will invite you to be as host
 - Invite the cast and ask them to invite others
 - Make sure your stage manager is booked by the Artistic Director.
 - Only the Artistic Director can book Stage Managers and any staff related to the cabaret.
 - Do advertising and PR (eblasts, word of mouth, in-house ads, TV, Radio, Newspaper)
 - Invitations – invite guests and follow up with them
 - Remind cast not to chatter too much due to over-messaging

- Check in with them once a week and ask them to invite people
- Set list – order – very important
 - Send order to Artistic Director for review and approval
- Stage manager can also work on set list if they know entertainers
- Usually need 4 – 6 printouts (2 for backstage, 1 for host, 1 for security, 1 for DJ, 1 for Stage Manager)
- Set up – Stage manager please be sure to do the following or ask bar staff for assistance:
 - Cabaret – tables
 - Tables need to be good for accessibility
 - Walkways need to be clear
 - Chairs
 - Bar – tables
 - Temperature – Please be sure cabaret temperature and bar temperature are not higher than 70 degrees (or at the black line) – this is to help prevent heat exhaustion
 - Is the bar clean? Mopped? Swept? All tables clean? Bathroom stocked? If not, ask bar staff to clean, mop, wipe, stock bathroom and sweep.
 - Who will handle spills?
 - Make sure all lights are on that are part of the cabaret
 - Are safety concerns brought up to staff, entertainers, and management?
 - During show communications: Stage manager – what signs/signals do they need to know?
 - Do they have tech sheets? <http://www.sidewindersranch.net/technical-sheets-and-other-information.html>
 - Huddle cast 15 minutes before show and give them any last minute notes, say thank you and encourage them to have fun.
 - If they are keeping their tips, let them know that night as well as when you book them.
 - Make sure they are comfortable or if they need anything
- Stage manager to insure DJ, spot operator and first 3 entertainers are ready 15 minutes before the show.
- Start within 15 minutes of published time
 - No Exceptions to this rule unless it is a technical issue– if not, give a good and technical reason to the audience. “Our sound equipment was accidentally unplugged and we are retesting,” or “we had a mishap with the host and she cannot come so we are reorienting a host.” However, you must be talking on the mic within 15 minutes of published time and show should start.
 - DJ expectations
 - Sound check, equipment check, mic check, batteries
- Other Stage management expectations
 - Duties already outlined – please see website and this document for details
- Signing-up guests for Wi-Fi during the event
- During event frustrations, issues, customer and performer relations

- Bring concerns up to artistic director or stage manager. Often the stage manager will handle and AD will assist as needed. AD is there to make sure people are engaged and feeling a part of the production – having a sense of confidence and well-being.
- If you are not comfortable discussing with stage manager or Artistic Director, please speak to Michael Burdick.
- Following up during event – Stage management and Producer:
 - Maintain professionalism with relations at all times during event.
 - Avoid unnecessary venting, poor representation and any unneeded drama.
 - All staff should ask performers if they need anything throughout the event.
 - Side stage and backstage – be sure to ask artists if there is anything last minute in case something comes up – i.e. they can't reach their zipper, nail falls off, coming from different part of stage, need water, need inhaler, having an anxiety attack, etc.
 - Be sure to give performers space after each performance, assist if they need and ask if they need water – they may not be able to speak or go to the bar and might not remember to take water or inhalers with them. Need to be sure space, water, medications are accessible.
 - Refer guests to the upcoming events:
 - <https://blackcatcabaret.net/schedule-of-events>
 - Mention large events (i.e. A Queer XXXmas, or the Best of 2017)
 - Need help promoting and reminding guests, signing up for volunteers
- After show:
 - Assist with bar/cabaret clean-up if there are decorations, extraneous trash
 - Throw away set lists
 - Make sure all props/costumes/make-up items have been secured (contact artists if needed) from the show.
 - Wipe-down mirrors in dressing room.
 - Make sure dressing room is in the same condition as it was found.
 - Post-pictures from show and amount of funds raised
 - Stay engaged and follow up with thank yous, pictures within 24 – 36 hours
- Please note that there are revenue targets you must meet to produce events at this venue. If you have an event that does not meet the revenue target, you will be assigned a co-producer for any future event already booked, or not be permitted to produce another event without coaching and a co-producer.
- Revenue targets are available by request and must be discussed with the Artistic Director.

Sample Timeline to Assist

Show Date – July 1, 2018

- 5/13/18 – 6 - 7 weeks out – Assemble list of who you want in the cast and get them – meet w/Artistic Director
- 5/20/18 - 6 weeks out – Poster specs should be in
- 5/27/18 - 5 weeks out – Poster should be released to all social media, FB post, FB event invites, and flyers
- 6/3/18 - 4 weeks out – PR in community calendars, FB events, e-mail to friends, network at events
- 6/10/18 - 3 weeks out – Remind people to come – post about it on social media
- 6/17/18 – 2 weeks out of the show date
- 6/24/18 – 1 week out – Remind cast to submit music, send run list to stage manager/Artistic Director, buy table cloths, get a spotlight operator, be sure to have someone counting money, speak to stage manager about event, get all tech sheets in.
- 7/1/18 – Show date!

Additional Tips on Producing Events at the Cabaret (Quick Checklist)

Bar Operations (bar staff):

- Have drink specials (product) and give list to Host/MC
- Ensure we have proper security
- Check initial cleanliness
- Check stock of toilet paper, hand towels
- Ensure all areas clean, swept and properly bussed before and during events
- Notify host/MC of any special kegs or promotions
- Get promo/giveaway items to Host/MC/Producer
- Ensure we have posters printed
- Please be sure all lights are on in the cabaret as needed
- Other tasks as needed and currently being done

Promotion of the Event/ Pre-Event Tips:

- Speak to staff about what your event is so they know
- Secure raffle items if doing raffle
- Get raffle tickets if doing raffle
- Have a presence in the community, bar, other events, etc.
- Make sure staff knows when your event is
- Secure spotlight person as a volunteer
- Make sure you have online tickets sales if doing online ticketing
- Have a good Theme – set so that audience knows what to expect
- Hook – create a very strong reason to get audience
- Online promotion is key
- FB Events and Groups – post something every day starting 2 weeks before
- Post to community calendars
- Create and get approved mini-flyers
- Announce at events and personally inviting “selling”
- Networking - meet new people at events - go to other events
- Poster – at least 4 weeks before
- Crowd – speak to groups and get crowd in
- Word of Mouth Marketing - Tell people about your event
- Design set list for maximum audience attendance and retention
- Send List of Dos and Don'ts “Letter to Producers and Artists” (see end of document)
- Get table cloths/decorations if you're planning to use them, as the black table covers are only for Marquee and State Events
- Make sure lighting in the showroom is working properly; suggestions on colors are welcomed and will be considered if funding permits
- Make sure there are promotions to get people there (work with bar on promotions)

Operation of Event/ Day of (Showroom side):

- Be nice to all staff, especially Bar and Stage Managers and follow all of their instructions. They have the full authority of the Artistic Director; their decisions are most important and can prevent issues.
- Decorate entrance to the bar, cabaret and the stage as much as needed or possible
- If applicable - have table for Regalia (Medals, Crowns/Tiaras) and/or awards
- Cover tables with vinyl table cloths if your budget permits
- Be aware of other events at the cabaret so as not to conflict with them
- If your budget permits, hire a photographer
- Create a guest list and give to security
- Post to Facebook and be sure to invite friends day of as well
- Make sure you have a clean stage (sweep and mop due to wax from country nights, dust and other objects)
- Make sure stage, walkways and other areas are lit and marked with white tape or white paint
- Check mics for batteries and that they are working
- Do a sound check – are speakers working properly? Plugged in? facing right direction?
- Perform light checks - spot light and back up spot light? Stage lights on? Cabaret lights working and on?
- Get set list (6 copies: 2 for dressing rooms, 1 side stage, 1 announcer, 1 DJ, 1 SM)
- Have tip containers / Tip Runners / Tip Angels
- Have host/MC – they should know the performers and any guests in the audience – give proper introductions
- Work with Sidewinders Stage manager – oversee preparation and execution.

Stage Manager Duties Summarized

- Monitor and assist with tips
- Fill water jug
- Make Sure Show operation is smooth
- Communication to Host/MC - make sure MC/Host's are assisted as much as possible
- Stage looks presentable (all lights on, stage is swept and mopped)
- Showroom set properly and presentable
- Stage kitten (if needed)
- Make sure mic works – check with DJ to do a sound and mic check
- Section off areas for youth
- Check performers before they go on so they do not look “sloppy”
- All lights need to be on in the cabaret – check spotlight to make sure it works
- Stage manager must be approved by Sidewinders Head Stage Manager and must be in writing to Artistic Director and Head Stage Manager
- Make sure you have music for performers in order (if using USB) or have set list given so order can be determined
- Have pre-, post- and intermission music
- Make sure DJ is ready and knows when to start
- Shows must start with 15 minutes of published time
- Review showroom set-up is appropriate (cabaret style)

- Check tables and chairs – please note: the cabaret’s black and red table clothes should only be used during Marquee Events, which are only produced by the in-house courts. (Rose, Gore, Yule, Dove and Lily Courts)
- Review lighting – do not touch any cabaret lighting on the stage or in the showroom. Please ask artistic director first.
- Secure spot operator
- Secure decorations
- Sweep and Mop stage
- Set temperature (lower than normal since guests will be coming)

Producers: Clean-up of stage, dance floor and back dressing rooms

- Performers (on-time, know call time and are ready)
- What does showroom and cabaret look like? Is it ready?
- Be sure floor is swept/mopped (responsibility of show producer after event. Stage manager and staff do pre-event).
- Presentation - If there is a presentation, it should be PowerPoint and PDF already

Letters to Help with Communication

Letter to Producers

Dear Producer(s) –

We are here to assist you in producing a smooth event; please coordinate with us and keep everyone in communication. If you need a poster done, please have specs and information to us at least 6 weeks before a show as much as possible. During the show, the Stage Manager has full authority of the Cabaret's Artistic Director. Below are some items to relay to your cast every show. Be sure to add the bar staff (stage manager, artistic director and owners) to any show chat, so they can help track show progress. If this is your first production, you must work with the Artistic Director in producing the show, or work with an approved producer. However, the Artistic Director will guide you along the way.

Due to the high volume of productions, please keep chatting in the show chats to a minimum. Remember, the artistic director may be overseeing 30 + events at any one time, so please do not inundate the chats. Do keep performers engaged by checking in once a week with them. Post a set list during the week of the chat as well. All shows/events begin at 8pm unless otherwise approved beginning 4/1/2017. Stage manager must be approved by Sidewinders Head Stage Manager and must be in writing to Artistic Director and Head Stage Manager.

*****VERY IMPORTANT*** Please have your cast list reviewed by the Artistic Director before inviting cast members to your chat. This is very important. The cast must be approved due to over-commitment of performers, conflicts, and bans on performers.**

All themes of shows, show poster, images and show content must be reviewed by the Artistic Director as well.

Please have a cast of at least 15 - 20 performers as much as possible and remember that if someone backs out, they should find a replacement. They should have a "back-up" number and should be ready to perform at the start of the show (unless producer and stage manager know ahead of time). The cast should always inform stage manager and producer of any issues or concerns. Acceptance of a show also involves acceptance of all risks involved in being on premises and in the performance.

For music, it should be numbered and include the performer's name, as well as date of the show in the e-mail or subject.

- Name (stage name)
- Song link 1:
- Song link 2:
- Optional Song link 3:
- If using a tech sheet: Preferred method of sending in information:
<http://www.sidewindersranch.net/technical-sheets-and-other-information.html>, otherwise for catalogue-type shows, use sidewindersmedia@gmail.com

Catalogue shows are ones in which no tech sheet is needed - performer is not particular on how they are

introduced and there are no special instructions for the performer/stage management.

Or include an MP3 with the songs ordered if needed.

Please send this to 18 - 20 year olds: <http://www.blackcatcabaret.net/other-forms.html>

If you are between 18 and 20 years-old. Please read the following:

PERFORMING ARTISTS - All 18 – 20 year-olds (herein known as “Youth”) who are performing artists/entertainers must be paid a minimum of \$5 per song performed, or \$10 minimum per event. You can ask for more as your own booking fee. You are not required to donate your earned tips. However, we are asking you to donate your tips for all events, except for the Sunday, 2pm events.

As a youth performing artists, please be sure to stay in the non-drinking designated areas. Anyone under 21 years-old is not permitted to drink alcohol.

****Payment must come from the bar or an appointed person, i.e. stage manager or co-owner of the establishment.****

>>>Funds for payment will come from tips earned during the event from the producer of the event, unless the bar PAYS DIRECTLY the 18 – 20 years-old performing artist.<<<

Please let the cast know:

- A performer who is a no-show for an event or show without notifying the Stage Manager, producer, or Artistic Director with a valid reason (illness, work, emergency) will not be able to perform for 3 months.
- No outside beverages / beverages cannot be brought outside - No alcoholic beverages from outside sources that are not purchased from the venue.
- Please be the best representative you can be
- Valid government issued ID
- All shows / events start at 8pm (and must start within 15 minutes of that time)
- No drugs - All performers shall not consume or use illegal substances on, before or during the show
- Send music to sidewindersmedia@gmail.com at least 24 hours before (if it's late, the DJ may not be able to download)
- Arrive sober (that includes being sober from any drugs, OTC meds, alcohol, etc.)
- Call time is 1 hour before show for entertainers and 2 hours for producer/promoter
- Keep dressing areas clean after the show; this includes mirrors
- Submit music no later than 24-hours before a show (unless using CD. Make sure DJ can support CD function or any other function needed – don't assume a USB or CD will work).
- Please follow the Rules and Regulations of the Cabaret: <http://www.sidewindersranch.net/rules-and-regulations---events.html>
- All bags are subject to search
- Make sure microphones are good to go when you arrive
- Promote the show and personally invite people

- Follow instructions of Stage Manager
- Double-booking of shows is discouraged and should be approved by Artistic Director. For Marquee Events, double-booking is prohibited unless approved by the Cabaret's Artistic Director. Marquee events are Friday/Saturday or very large events with covers/tickets.
- No Firearms, balloons (unless approved) and weapons
- Be nice to all staff, especially Bar and Stage Managers and follow all of their instructions. They have the full authority of the Artistic Director; their decisions are most important and can prevent issues; they cannot change any of the rules /regulations, but they can determine outcomes of behavior.
- Confirm performers with the Artistic Director to ensure there are no existing bans on the performer.
- Please work on recruiting performers who are not currently performing in the current month, and try not to use performers who are booked in 3 or more shows during the same month.
- Please have all promotional material approved by the Artistic Director / Owners of the bar.
- Work with only approved stage management (see Team).

All performers that are asked to be present in said event are to keep the highest of standards for the event, Sidewinders and all community events. Any violation of producer, performer and/or both will result in loss of events and possible removal from bar for an undisclosed time frame. Please note: the producer or promoter cannot be eligible to win in any event they produce, promote or have an ancillary role in unless by consent of the Cabaret's Artistic Director. This includes all titles in the bar; they must be approved. Only the cabaret's Artistic Director and outside pageant promoters can grant titles, crowns, medallions or placement of any candidates in any competition. All judges and competitions must be cleared by the Artistic Director, unless a pageant promoter is executing a non-cabaret pageant or competition. This excludes any "for fun" competition (i.e. hot body contests, twerking contests, college nights, board games and so forth). Check with the Artistic Director whenever in doubt.

Have fun! Our guests enjoy seeing great talent and entertainment - we know you will put on a great event!

Regards,
Renee

Letter to Artists:

Dear Artist(s) –

We are here to assist you in performing at the Cabaret Theater at Sidewinders. Please coordinate with show producer your needs. During the show, the Stage Manager has full authority of the Cabaret's Artistic Director. Below are some guidelines for all cast members of every show. Due to the high volume of productions, please keep chatting in the show chats to a minimum. Remember, the artistic director may be overseeing 30+ events at any one time, so please do not inundate the chats. All shows/events begin at 8pm unless otherwise approved beginning 4/1/2017.

For music, it should be numbered and include your performer name, as well as date of the show. Sample of e-mail:

Name (stage name):

- Song link 1:
- Song link 2:
- Optional Song Link 3:
- Date of Show
- Preferred method of sending in information: <http://www.sidewindersranch.net/technical-sheets-and-other-information.html>

Or include an MP3 with the songs ordered if needed.

You'll want to be in contact with your producer and any needs of the spot operator (request tech sheet if needed). Also, be sure you share Facebook event.

PERFORMING ARTISTS - All 18 – 20 year-olds (herein known as "Youth") who are performing artists/entertainers must be paid a minimum of \$5 per song performed, or \$10 minimum per event. They can ask for more as their own booking fee. If you are asking any 18 – 20 years-old performing artists, they must be approved by the Artistic Director first. 18 – 20 years-old performing artists are not required to donate their tips. If 18 – 20 years-old performing artists are asked to be in the show and you'd like them to donate their tips, please ask them when you are booking them. They must fill this out: <http://www.blackcatcabaret.net/other-forms.html>

However, any 18 – 20 years-old performing artists you book must agree to \$5 per song or \$10 per show at a minimum. All 18 – 20 years-old performing artists should stay in the non-drinking designated areas. Anyone under 21 years-old is not permitted to drink alcohol. ***Payment must come from the bar or an appointed person, i.e. stage manager or co-owner of the establishment.***

>>>Funds for payment will come from tips earned during the event or from the producer of the event, unless the bar PAYS DIRECTLY the 18 – 20 years-old performing artist and agrees to this.<<<

Please be sure to keep the following in mind:

- A performer who is a no-show for an event or show without notifying the Stage Manager, producer, or Artistic Director with a valid reason (illness, work, emergency) will not be able to perform for 3 months.
- No outside beverages / beverages cannot be brought outside - No alcoholic beverages from outside sources that are not purchased from the venue.
- No drugs - All performers shall not consume or use illegal substances on, before or during the show.
- No outside beverages and beverages cannot be brought outside
- Performers and guests should not go out into their cars to drink alcoholic beverages while they are patrons of the bar.
- Show must start no later than 15 minutes of published time
- Please be the best representative you can be
- If you are not using a tech sheet, send music to sidewindersmedia@gmail.com at least 24 hours before (if it's late, the DJ may not be able to download). If you use <http://www.sidewindersranch.net/technical-sheets-and-other-information.html>, please be sure to include the date of the show in the following format: 7/17/2017
- Valid government issued ID
- Arrive sober (that includes being sober from any drugs, OTC meds, alcohol, etc.)
- Call time is 1 hour before show for entertainers and 2 hours before show for producer/promoter
- Keep dressing areas clean after the show
- Submit music no later than 24-hours before a show (unless using CD. Make sure DJ can support CD function or any other function needed – don't assume a USB or CD will work).
- Please follow the Rules and Regulations of the Cabaret: <http://www.sidewindersranch.net/rules-and-regulations---events.html>
- All bags are subject to search by staff / stage management
- Do not take others belonging and secure your belongings
- Do not leave under the influence
- If you must cancel, please help find a suitable replacement immediately.
- Make sure microphones are good to go when you arrive
- Promote the show and personally invite people
- Listen to Stage Manager.
- Performers who have a no-show will become at risk of not performing in future productions.
- Double-booking of shows is discouraged and should be approved by Artistic Director. For Marquee Events, double-booking is prohibited unless approved by the Cabaret's Artistic Director. Marquee events are Friday/Saturday or very large events with covers/tickets. This includes State Events.
- No Firearms, no balloons (unless approved), no objects that create sudden loud noises, no liquids from outside the bar, no acts that cause damage to premises, and no weapons.

Have fun! Our guests enjoy seeing great talent and entertainment - we know you will put on a great event!

Regards,

Renee

Additional Rules and Regulations

RIGHTS AND RESPONSIBILITIES OF THE Producer. (1). All performers that are asked to be present in said event are to keep the highest of standards for the event, Sidewinders and all community events. (2). All performers shall not consume or use illegal substances on, before or during the show. (3). No alcoholic beverages from outside sources that are not purchased from the venue. (4). Any violation of producer, performer and/or both will result in loss of events and possible removal from bar for an undisclosed time frame. (4). Producer or promoter cannot be eligible to win in any event they produce, promote or have an ancillary role in unless by consent of the Cabaret's Artistic Director. This includes all titles in the bar; they must be approved. Only the cabaret's Artistic Director and outside pageant promoters can grant titles, crowns, medallions or placement of any candidates in any competition. All judges and competitions must be cleared by the Artistic Director, unless a pageant promoter is executing a non-cabaret pageant or competition. This excludes and "for fun" competition (i.e. hot body contests, twerking contests, college nights, board games and so forth). Any title that is relinquished or retracted can be assigned within one week.

PAYMENT. (1). Events will not be paid for by Sidewinders unless written authorization from management is attached as an amendment to this agreement, including but not limited to cover door fees, hotel, travel and any other forms of payments for event. (2). The producers' discretion can be used for tips collected during the event. If you are expecting any kind of remuneration from the event, this has to be discussed at the time of booking, and a written agreement on the amount (e-mail is fine) must be obtained. All targets for bar revenue must be met if remuneration is tied to sales targets; there will be no percentage of bar sales as part of remuneration. Door splits must be agreed up in writing (e-mail is fine) as well. Any ticketing must be approved and agreed upon as well. Generally, the door split is 50% after fees.

RELATIONSHIP OF PARTIES. It is understood by the parties that you are an independent contractor or completely independent with respect to Sidewinders and the Southwest Arts Group, and not an employee of Sidewinders or the Southwest Arts Group, the Metropolitan Opera or the African American Performing Arts Center. In special cases, artists/performers can be hired or contracted to perform artistic performances.

FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

ENTIRE CONTRACT. This Contract contains the entire Contract of the parties, and there are no other promises

or conditions in any other contract whether oral or written concerning the subject matter of this Contract unless agreed upon. This Contract supersedes any prior written or oral agreements between the parties.

SEVERABILITY. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

GOVERNING LAW. This Contract shall be governed by the laws of the State of New Mexico.

NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver of limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

PAY. Payment structures, fees and revenue goals are set per event type. There is no guarantee of pay unless outlined and agreed upon.

This Agreement shall take effect when promoters, producers, event assistants and performers agree to perform or do business with Sidewinders Bar, which is MR Entertainment, LLC, and includes the cabaret.

PERFORMANCE OF SERVICES. (1). Performers, event assistants and promoters shall arrive at least 2 hours before the starting time to set-up, perform check ins and music checks. Performers, event assistants and promoters shall ensure all performers' music is to suit the right mood/theme of the event. Performers, event assistants and promoters shall have collection of songs to the DJ, or downloaded on a device which can be played readily through the system if the DJ is not present.

Music shall be performed without any significant breaks and throughout the agreed upon period of time. (3). Sidewinders will help provide dressing room facilities for performers with conditions on the dressing rooms for all performers. (4). Sidewinders will not provide food and other refreshments for any performers.

All shows must end at approved times to include curtain call of the show. All entertainment/performing must end by 11pm, unless written/oral approval from management of Sidewinders. It is preferred that all performing (not event) end by 10:30pm, but no later than 11pm. Shows start at 8pm (Winter: October – April) or 8:30pm (Summer: May – Sept 30), unless specified or agreed upon. All events must start within 15 minutes of advertised time due to time constraints and respect of our customers. No exceptions.

Sidewinders. (1) Sidewinders will provide without cost to the event; DJ, Bartenders and Door Security. (2). Sidewinders makes no obligations to provide Go-go Dancers, Special Guests, Spotlight Personnel and Emcee for event, unless otherwise amended with prior approval from management.

Advertisement of Event (1). Sidewinders may assist in the creation of advertisement upon request from the producer. (2). The bar will control event page on all social media including advertising on Sidewinders pages, and in Sidewinders after the page is created. (3). All outside advertisement outside Sidewinders and event page is under control of producer but be mindful of what is advertised and to whom. (4) Sidewinders will not provide any expenses for outside advertisement, unless otherwise amended with manager approval. (5) All amendments must be attached separate from this agreement. **All posters must be approved by Artistic Director before publishing - no exceptions.**

Event Rooms/Dressing Rooms. (1) Event Dressing rooms are provided to all performers as a courtesy to them. (2) The Producer will provide clean-up of this room before exiting Sidewinders at the end of the event. (3). Any unclean parts of the room will incur a cleaning fee of no more the \$25. (4). Any damage to the Event Dressing Rooms will be the responsibility of the producer of the event. (5). Nonpayment and/or compliance of this clause will result in loss of further events at Sidewinders or anything affiliated with the Southwest Arts Group.

- When communicating with each other with regards to rehearsals or anything related to the anyone who performs with us, please be respectful of fellow artists and the theater troupe. Please include the Artistic Director on anything that is rehearsal related or any issues that may arise. Please add Artistic Director, event manager and stage managers to all show chats.
- Personnel issues can be brought up to any management of Sidewinders.
- Press, media and other inquiries should be directed to the Artistic Director; all media relations, interviews and so forth are to be handled only by the artistic director when Sidewinders and the cabaret are involved, or if any event is being done in conjunction with either.
- Performances outside of the theater are allowed. It is desirable that auditions and participation as a competitor in a competition outside of the theater be approved by the Artistic Director; this includes TV, radio, acting, singing (all forms including karaoke) and other performing arts are included in this request. The exception is dance, mechanical, impersonation and fine arts. At least 3 coachings on the material before the auditions or competitions are recommended.
- For members of the Cabaret Theater excessive absences from rehearsals or functions are not permitted; excessive is deemed 5 or more missed rehearsals and functions without a legitimate reason. Examples of reasons include illness, last minute work requirements, and unforeseen instances out of your control. Missing a rehearsal or activity to participate in another group's activities will not be permitted.
- For members of the Cabaret Theater, if you will be missing a rehearsal or master class, please contact both the Artistic and Assistant/General Directors/Stage Manager or Producers immediately upon knowing you will miss, or as soon as possible. You must have a legitimate reason to miss.
- All participants of the cabaret should maintain ethical, honest and truthful communications that remain in a non-inflammatory manner. Participants always represent the group, so they must remember to always retain brand standards in social media and when speaking to the public.
- Use of federal tax ID must be approved by the Artistic Director
- We do our best to create safe situations; if you feel something is deemed risky and could result in injury, please stop the activity and notify the board/management immediately. The board/management will excuse your participation in any activity you deem unsafe. Continuing in any activity will release the Cabaret and Sidewinders Bar, MR Entertainment, LLC, and its affiliates from liability.

Frequently Asked Questions:

Q: Why must I include the date in this format? Saturday, June 29, 2019

A: Every year, we get calls about posters from prior years. This helps clarify the date.

Q: Is this a paid theater?

A: Yes and No - participants in the theater are not automatically paid. However, they have an opportunity to earn revenue through sales, or may have different agreements.

Q: Can I speak to the media in relationship to the Cabaret Theater at Sidewinders, Sidewinders Bar, the Southwest Arts Group, the African American Performing Arts Center and the Metropolitan Opera?

A: No - You are not permitted to speak to the media directly without the approval of the President/Artistic Director.

Q: I am disabled, am I able to participate in your program?

A: Yes - we do our best to accommodate all needs.

Q: Can I double-book shows?

A: Yes and No. Prior written consent must be obtained for double-booking during marquee or state events; regular shows - okay to double-book but work with both producers.

Q: Do you have an age limit?

A: No - we do not have an age limit, nor do we have any age restrictions unless coming to the Cabaret/Bar; you must be 21 years old with a valid ID. Performers have different requirements and restrictions.

Q: Are you a nonprofit?

A: No - but a nonprofit is being established as part of the administration of the theater.

Q: Have people been dismissed from the group or any activities related to Sidewinders, the Southwest Arts Group or its affiliates?

A: Yes - we will dismiss anyone for misconduct, misrepresentation, lack of motivation, lack of participation, harassment, insubordination, lateness and lack of discipline.

Q: Can I be dismissed from further productions?

A: Yes - a no-show for a performance can be grounds for dismissal. Any behavior related to lying, cheating, stealing or anything that is deemed inappropriate (sneaking drinks into a bar) can also lead to dismissal; dismissal from shows can be indefinite. We will discuss options. Dismissal will be indefinite for people who bring outside alcoholic beverages into any function at the bar, the Cabaret Theater, or the performing arts center.

Q: Do you have social media and public standards?

A: Yes - all members are required to represent the Southwest Arts Group or any affiliated entity as best as possible. This goes for social media, any relationships and any dealings with the public. We follow the 4-way test found here: <https://www.rotary.org/myrotary/en/learning-reference/about-rotary/guiding-principles>

Thank you for your participation in our events, helping us provide entertainment of a superior level, and a safe and professional environment.