



annex.windhamARTS.org ~ myspace.com/annexwilli ~ annex@windhamarts.org  
MAX CAPACITY: 120 standing / 75 seated

### **BAND INFORMATION SHEET**

The Annex is a performance venue located inside the Windham Arts Center in downtown Willimantic, CT. The Annex's comfortable and relaxed environment makes it a great place to see a show with over 100 other patrons. The Annex was created provide performing artists of the eastern Connecticut area with an outlet to perform their work in a progressive and comfortable environment.

All shows will begin at 6:00 or 7:00 PM unless otherwise noted. Music must end by 12:00 AM unless otherwise arranged

The loading dock is on Riverside Drive directly behind Main St. This road is a one way and can be accessed by Bridge St. (across from Willimantic City Hall & Dunkin Donuts on Main St.) The elevator to the loading dock is code operated and is only accessible by Annex Staff.

**No more than five bands are booked on a single bill.**

*If your band is going to be late, please call and let the staff know: 860-456-8548*

Guest List = 1 person per band member

**Bands and guests MUST get wristbands at load/in or venue entrance**

THE ANNEX IS AN ALL AGES VENUE UNLESS OTHERWISE NOTED.  
NO SMOKING IN THE BUILDING

### **PAYMENT BREAKDOWN**

Admission charges for each event vary based on the bill. Admission prices will never be less than \$5.00 and never more than \$10.00. The Annex has the final say in admission charge.

IF LESS THAN 40 PEOPLE PAY, ANNEX TAKES A FLAT \$120.00  
IF MORE THAN 40 PEOPLE PAY THE HOUSE TAKES \$3.00 A HEAD.  
IN EITHER CASE THE REMAINDER IS SPLIT BETWEEN THE BANDS.

### **Talent Bills**

Talent Bills are due to the Annex Management no later than **two weeks** before an event. Promoters or Bands booking the entire talent bill for an event **cannot add or change talent** on the bill without prior consent with the Annex Management.

### **Event Marketing**

The Annex markets events in a variety of ways including flyers, posters, radio, and Internet. Bands are expected to do their part as well. The Annex will produce flyers for each event and are available for bands to distribute. If the Headlining band or Promoter wishes to design their own flyer, the Annex will produce copies for distribution. Digital copies of the Annex Logo are available.

# **REMEMBER:**

## **No less than two weeks before event:**

- *Email high resolution flyer/poster graphic for distribution*
- *Email information on flyer as text only*
- *Email most up to date timeslot breakdown*
- *Notify Management of any changes to the lineup*
- *Submit bios/press kits and photos of any talent that might be featured in the local media*