

B
 BROKEN ARROW PUBLIC SCHOOLS
Educating Today *Leading Tomorrow*

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 11/12/2024

Contract/Agreement Vendor: Theatrefolk, Ltd./Christy@Theatrefolk.com
Name of Vendor & Contact Person
Christy@Theatrefolk.com
Vendor Email Address

Play Scripts and Licensing Agreement for Sequoyah Middle School Spring Play.
Describe Contract (Technology, program, consultant-prof Development, etc.)
Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

6th, 7th & 8th Grade & BA Community
Reason/Audience to benefit

12/09/2024 \$ 145.95
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Cheryl Beese

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Denny Beach

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin: NO

Cabinet Team Member:

Funding Source:
Fund/Project OCAS Coding

Consent

Action

Consent Item: Accept and approve the New/Renewal Agreement between Broken Arrow Public Schools and Theatrefolk, Ltd. It is for the application and performance license for two performances of the one-act play "A Recipe of Me" on April 15 & 17, 2025 at Sequoyah Middle School

Summary This area must be complete with full explanation of contract

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

Spring Play Synopsis for Sequoyah Middle School

Performance Dates:

April 15 & 17, 2025 (at SMS)

Title: A Recipe of Me

Written By: Kate Kilpatrick

Play Synopsis (according to www.theatrefolk.com): Leah and her siblings are relegated to the Kids Table in the Kitchen AGAIN for Thanksgiving at Grandma Lucy and Grandpa Elliot' house. Worse, they've had their phones taken away. This leads to the siblings searching the cupboards for snacks. What they come away with is Grandma Lucy's secret family recipe box. They think they're going to find juicy gossip. Instead, they find heartfelt stories about their family told through recipes. Stories they never knew. A beautiful look into a family rooted in love and food. Food is the language that everyone can speak. **This play was written specifically for Middle School Performers.**

Theatrefolk Ltd.
228 Park Ave S #32457
New York NY 10003-1502
USA



Quote #1351044

Nov 07, 2024

Billing Inquiries: billing@theatrefolk.com

CHERYL BEESE
SEQUOYAH MIDDLE SCHOOL
2701 S ELM PLACE
BROKEN ARROW OK 74012

SHIP TO
CHERYL BEESE
SEQUOYAH MIDDLE SCHOOL
2701 S ELM PL
BROKEN ARROW OK 74012

Qty	Description	Price	Total
1	TF-00434-02988 - A Recipe of Me - Script Distribution License (includes printable and shareable PDF of the script)	\$65.95	\$65.95
2	TF-00434-02989 - A Recipe of Me - Performance Royalty - Tuesday, Apr 15, 2025	\$40.00	\$80.00
	Shipping and Handling		\$0.00
	Grand Total		US\$145.95

W-9: Our W-9 can be downloaded at theatrefolk.com/tax

Complete this order online (either with a Purchase Order or a Credit Card)

Visit theatrefolk.com/quote. Enter Quote Number 1351044 and Access Code 43219

Complete this order by Email, Fax, or Mail (with a Purchase Order)

Please ensure that the Purchase Order references Quote 1351044.

- **Email** the Purchase Order to orders@theatrefolk.com
- Or **Fax** the Purchase Order to **1-877-245-9138**
- Or **Mail** the Purchase Order to the address at the top left of this order.

Do you need Theatrefolk's W-9? If so, it may be downloaded at theatrefolk.com/tax

Return / Refund Policy

Books, PDFs, DVDs, and Script Distribution Licenses: All Book, PDF, DVD, and Script Distribution License sales are final.

Performance Royalties: In the event that a production is cancelled, we offer store credit for the value of the Performance Licence and/or Videorecording License as long as we're notified a **minimum of 24 hours** before the performance date we have been given. We cannot offer credit once this date has passed.

Competition Advice: If you're participating in a competition where it's uncertain how many times you'll be performing the play we recommend ordering performance royalties for the number of performances you **know** you will be giving. If you advance in the competition, it's a simple process to order additional performance royalties.



Theatrefolk Ltd., 228 Park Ave S #32457, New York NY 10003-1502, USA
Email: help@theatrefolk.com Web: www.theatrefolk.com

PERFORMANCE LICENSE

NAME OF PRODUCER

TITLE OF PLAY

by Author Name

XXXX performances beginning XXXXXX
License Number SAMPLE-SAMPLE

This License grants NAME OF PRODUCER permission to perform *Title of Play* for a total of XXXX performances beginning XX, XXXXX, X.

The performances may be any of the following types:

Live Stage Performance

A Live Stage Performance is a traditional theatrical performance in which the play is performed on stage or similar performance venue for a live audience of any size.

Each time the play is performed for a live audience of any size (whether or not admission is charged) constitutes one performance.

Virtual Performance

A Virtual Performance is a performance on an online web conferencing platform such as Zoom, Microsoft Teams, Skype, or Google Meets where performers are geographically isolated from one another and not together on a stage.

No audience is physically present with the performers. The audience is logged in to the same web conferencing platform as the performers.

Virtual Performances may be recorded and uploaded to one video hosting platform such as YouTube, Facebook, or Vimeo. The following text must be present at some point in the recording: "Produced by special arrangement with Theatrefolk (theatrefolk.com)" The video must be removed from the platform within three months of the date of the performance.

Each time the play is performed for a virtual audience of any size (whether or not admission is charged) constitutes one performance.

Livestream Performance

Live Stage Performances may be Livestreamed. The Livestream must be conducted through our Authorized Streaming Partner, BookTix (BookTix.com). Please contact BookTix at info@booktix.com for more

information about Livestreaming.

A Livestream Performance may be pre-recorded. Recordings for pre-recorded Livestreams may be made if the recording is destroyed at the conclusion of the production. Should the producing organization want to retain the recording for archival purposes, they must purchase a separate Videorecording License from Theatrefolk.

Theatrefolk charges no additional fees for permission to Livestream. However, BookTix will charge nominal fees to the producing organization. Theatrefolk does not have any financial interest in BookTix and does not receive any commission or fees from BookTix.

Theatrefolk cannot be held responsible for any issues - technical, financial, legal, or otherwise, arising from the producing organization's relationship with BookTix.

Each time the show is Livestreamed (whether performed live or pre-recorded) constitutes one performance.

Multiple Performance Types

Performances need not all be of the same type (i.e. Live Stage Performance, Virtual Performance, Livestream Performance) so long as the total number of performances given does not exceed 4 (four).

Special Note: Livestreaming a Live Stage Performance through BookTix Live with a small socially distanced audience in attendance constitutes one performance.

General Conditions

1. Payment

Payment in full or a valid Purchase Order must be received in advance of the first performance.

2. Performed as Written

The play must be performed as written. Any alterations, additions or deletions to the text must be approved in writing.

3. Scripts

The play must be rehearsed using original published copies or authorized digital copies of the script. Reproduction of Theatrefolk scripts by any means (including photocopying, scanning, transcribing, posting on the Internet) without written permission is illegal.

4. Playwright Credit

The playwright shall receive credit as sole and exclusive author of the play in all programs distributed in connection with performances of the play and in all instances in which the title of the play appears for purposes of advertising, publicizing or otherwise exploiting the play and/or a production thereof; the name of the author must appear on a separate line in which no other name appears, immediately beneath the title and in size and prominence of type equal to 50% of the largest letter used for the title of the play.

5. Publisher Credit

Programs and posters must bear the following credit:

“Produced by special arrangement with Theatrefolk (theatrefolk.com)”

6. Change of Dates

Should the date change, please reach out to help@theatrefolk.com and we will adjust your license accordingly.

7. Limitations

All other rights of every kind and nature, including but not limited to television, video or sound taping, in whole or part, or any other form of mechanical or electronic reproduction, such as information storage and retrieval systems and photocopying, are reserved by the author and are not included in this authorization.

Thank you for choosing Theatrefolk!
We'd be happy to answer any questions regarding your production.
You can reach us at help@theatrefolk.com

SAMPLE



PERFORMANCE LICENSE

Non-exclusive amateur stage performance rights are granted subject to the following conditions:

1. Payment

Payment in full must be received in advance of the first performance.

2. Performed as Written

The play must be performed as written. Any alterations, additions or deletions to the text must be approved in writing.

3. Scripts

The play must be rehearsed using original published copies of the script. Reproduction of our scripts by any means (including photocopying or scanning) without written permission is illegal.

4. Playwright Credit

The playwright shall receive credit as sole and exclusive author of the play in all programs distributed in connection with performances of the play and in all instances in which the title of the play appears for purposes of advertising, publicizing or otherwise exploiting the play and/or a production thereof; the name of the author must appear on a separate line in which no other name appears, immediately beneath the title and in size and prominence of type equal to 50% of the largest letter used for the title of the play.

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Thank you for choosing Theatrefolk!


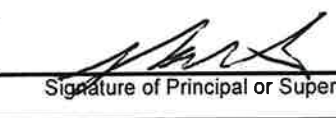
We'd be happy to answer any questions regarding your production.



Broken Arrow Public Schools
Requisition
(Revised 04-11-2019)

Date
11/12/2024
School or Department
Sequoyah Drama-844

PURCHASING DEPT ONLY
DATE RECEIVED
VENDOR NUMBER
P.O. NUMBER

<u>Complete Vendor or Employee Name and Address Below:</u>								Employee # if applicable: _____	
Theatrefolk, Ltd									
228 Park Ave S #32457, New York, NY 10003-1502									
									
Signature of Requestor (Please sign legibly)					Signature of Principal or Supervisor				
FY	FUND	PROJECT	FUNCTION	OBJECT	PROGRAM	SUBJECT	JOB	SITE	
25	69	844							

The items listed below are purchased in accordance with the Purchasing and Procurement Policy (12-4)

<input type="checkbox"/> Send Copy of Purchase Order to Originating Site / Department				
QTY	Model/Stock Number	Name and Description	Unit Cost	Extension
1		Script Distribution License of Play Script "A Recipe of Me"	\$65.95	\$65.95
2		Licensing for Play Production/Performance	\$40.00	\$80.00
Freight is automatically calculated at 15%. If freight is different than 15%, enter correct amount in the "Unit Cost" field. If no freight charge, enter "0" in the "Unit Cost" field. →			\$0.00	
TOTAL COST				\$145.95

Approvals as Applicable:

Technology Dept. _____	Date _____	Budget Coordinator _____	Date _____	Purchasing Director _____	Date _____
Instructional Dept. _____	Date _____	Chief Financial Officer _____	Date _____	Encumbrance Clerk _____	Date _____

Beese, Cheryl D

From: Beach, James D
Sent: Monday, November 11, 2024 10:29 AM
To: Beese, Cheryl D
Subject: RE: Approval Request for Spring Play

Sounds great!

From: Beese, Cheryl D <cbeese@baschools.org>
Sent: Monday, November 11, 2024 7:57 AM
To: Beach, James D <jbeach@baschools.org>
Subject: Approval Request for Spring Play
Importance: High

Good Morning Mr. Beach-

I am beginning the process for the Sequoyah Spring Play and believe that I've found a great drama/comedy! I am requesting your approval so that I can move it forward to Jeremy Stevens (High School Director) and Adam J. Foreman (Assoc. Director of Fine Arts) before it can be submitted to the BA BOE for final approval. I am striving for final approval at the December BA BOE Meeting.

Here are the details of the play:

Title: A Recipe of Me
Playwright: Kate Kilpatrick

Performance Dates: April 15 & 17, 2025 (at Sequoyah)

Play Synopsis (according to www.theatrefolk.com): Leah and her siblings are relegated to the Kids Table in the Kitchen AGAIN for Thanksgiving at Grandma Lucy and Grandpa Elliot' house. Worse, they've had their phones taken away. This leads to the siblings searching the cupboards for snacks. What they come away with is Grandma Lucy's secret family recipe box. They think they're going to find juicy gossip. Instead, they find heartfelt stories about their family told through recipes. Stories they never knew. A beautiful look into a family rooted in love and food. Food is the language that everyone can speak. This play was written specifically for Middle School Performers.

Again, please let me know if you approve of this production so that I may move it forward in the approval process.

Thank you,
Cheryl Beese
Theatre Teacher
Sequoyah Middle School
Email: cbeese@baschools.org
Phone: 918-259-4370 (Ext 3844)

Beese, Cheryl D

From: Stevens, Samuel J
Sent: Monday, November 11, 2024 11:27 AM
To: Beese, Cheryl D
Subject: Re: Approval Request for Spring Play

Approved!

Thank you!

Jeremy Stevens

Director of Theatre

M.Ed Candidate

BROKEN ARROW PUBLIC SCHOOLS

918.259.8565

sstevens@baschools.org

www.baschools.org / www.bafinearts.com

[Instagram](#) / [Facebook](#)



NFHS National Performing Arts School of Excellence 2024-25

Oklahoma Secondary School Activities Association Performing Arts School of Excellence 2024

From: Beese, Cheryl D <cbeese@baschools.org>
Sent: Monday, November 11, 2024 11:24 AM
To: Stevens, Samuel J <sstevens@baschools.org>
Subject: FW: Approval Request for Spring Play

Hi Jeremy-

I'm striving for early approval for my Spring Play so that I can meet the Deadline of the December BA BOE meeting. Please see the information below regarding the production and please let me know if you approve. If you approve, I will move it forward to Adam Foreman for his approval.

Thank you,

Cheryl Beese
Theatre Teacher
Sequoyah Middle School

Beese, Cheryl D

From: Foreman, Adam J
Sent: Monday, November 11, 2024 11:51 AM
To: Beese, Cheryl D
Subject: Re: Approval Request for Spring Play

Approved!

FYI, I noticed you said Mr Stewart....Jeremy's last name is Stevens :)

Adam j

On Nov 11, 2024, at 11:47 AM, Beese, Cheryl D <cbeese@baschools.org> wrote:

Hi Adam-

I am striving for early approval for the Sequoyah Spring Play so that I can meet the deadline for the December BA BOE Meeting. I have received approval from Denny Beach (SMS Principal) and Jeremy Stewart (BAHS Theatre Program Director) and am now requesting your approval for the Sequoyah Spring Play. Listed below are the details. Please let me know if you approve of the production.

Title: A Recipe of Me

Playwright: Kate Kilpatrick

Performance Dates: April 15 & 17, 2025 (at Sequoyah)

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Again, please let me know if you approve of this production so that I may move it forward in the approval process.

Thank you,

Cheryl Beese
Theatre Teacher
Sequoyah Middle School
Email: cbeese@baschools.org