

**From:** [Greco, Sheree](#)  
**To:** [Singer, Dev](#); [Cormier, J Briggs](#)  
**Subject:** Fw: performance opportunity  
**Date:** Tuesday, December 10, 2024 9:32:28 PM  
**Attachments:** [image001.png](#)

---

Forwarding this thread to you as a FYI. Read below. You'll have to dig a little to find original email request from Provost.

I'm going to do my due diligence in getting more information about this play and technical needs. It's a 5 person show that has toured before. Honestly, I don't think we can do it. We might have to cancel production classes if there is a daytime load-in and tech. Our team would have to be in the theatre. We've got a turn table out there too and need to be building immediately once we get back. If it's a staged reading, no problem. If it's a full out show, I'm going to strongly suggest to Karla that she try to get Mershon or Ohio Union. I'm getting the sense that 1) this needs to happen somewhere and 2) President Carter wants to "give" a space on our campus to the folks producing the play.

Let me know if you have any other ideas I can float to them. I'll keep you in the loop.

Thanks!  
Sherée

Sherée Greco MFA AEA  
The Ohio State University  
Department of Theatre, Film and Media Arts  
Production Manager and Stage Management Advisor  
O: 614-292-8455  
C: [REDACTED]  
[Greco.73@osu.edu](mailto:Greco.73@osu.edu)

---

**From:** Zadnik, Karla <[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)>  
**Sent:** Tuesday, December 10, 2024 4:39:15 PM  
**To:** Westlake, E.J. <[westlake.35@osu.edu](mailto:westlake.35@osu.edu)>  
**Cc:** Renga, Dana <[renga.1@osu.edu](mailto:renga.1@osu.edu)>; Wilcox, Carol <[wilcox.221@osu.edu](mailto:wilcox.221@osu.edu)>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** RE: performance opportunity

Thanks, EJ. Sheree, if not at the Proscenium or if the Proscenium is too small, what other venues could we offer? (President Carter would like for this to happen, I sense.)

--Karla



**THE OHIO STATE UNIVERSITY**

**Karla Zadnik, OD, PhD, Glenn A. Fry Professor in Optometry and Physiological Optics**

Interim Executive Vice President and Provost

Office of Academic Affairs

**The Ohio State University**

Interim Dean

College of Public Health

University Square South  
15 E. 15th Ave, Suite 5138, Columbus, OH 43201  
(614) 292-6603 Office [REDACTED] Mobile  
[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)

she/her/hers

---

**From:** Westlake, E.J. <[westlake.35@osu.edu](mailto:westlake.35@osu.edu)>  
**Sent:** Tuesday, December 10, 2024 3:36 PM  
**To:** Zadnik, Karla <[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)>  
**Cc:** Renga, Dana <[renga.1@osu.edu](mailto:renga.1@osu.edu)>; Wilcox, Carol <[wilcox.221@osu.edu](mailto:wilcox.221@osu.edu)>; Zadnik, Karla <[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)>; Greco, Sherée <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** Re: performance opportunity

We'd love to try to help. Let me connect you with our Production coordinator Sherée Greco (copied here). There is a set being built in our proscenium right now with a big turntable for the April show. So, I'm not sure we can help unless their show can happen on the strip in front of it.

Thank you for thinking of us, though.

E.J.

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)

---

**From:** Zadnik, Karla <[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)>  
**Sent:** Tuesday, December 10, 2024 2:24:29 PM  
**To:** Westlake, E.J. <[westlake.35@osu.edu](mailto:westlake.35@osu.edu)>  
**Cc:** Renga, Dana <[renga.1@osu.edu](mailto:renga.1@osu.edu)>; Wilcox, Carol <[wilcox.221@osu.edu](mailto:wilcox.221@osu.edu)>; Zadnik, Karla <[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)>  
**Subject:** performance opportunity

Dear EJ—

I'm contacting you on behalf of President Carter. He talked to me this morning about an opportunity to stage a performance of a play, "Last Out, Elegy of a Green Beret," by Scott Mann. The performance is backed partially by actor, Gary Sinise (the Gary Sinise Foundation). It was scheduled to be performed at the National Veterans Memorial and Museum on January 17, 2025. I'm not sure why, but that venue is no longer available, and President Carter would like to help them stage it on campus on the same date if possible. They are looking for a venue that could handle 300-450 people. I've been to the Proscenium Theatre and Mershon Auditorium of course; I don't know the capacity or capability of those or other venues. The contact person is Krisenthe Vhalos, [Kv@TheCalloutPodcast.com](mailto:Kv@TheCalloutPodcast.com), cell [REDACTED]

Would you be willing to see what you could learn from Krisenthe Vhalos through a direct contact? Or

is there someone more appropriate in your department that I should contact? Thanks in advance for any help you can provide ASAP.

--Karla



**THE OHIO STATE UNIVERSITY**

**Karla Zadnik, OD, PhD, Glenn A. Fry Professor in Optometry and Physiological Optics**

Interim Executive Vice President and Provost

Office of Academic Affairs

**The Ohio State University**

Interim Dean

College of Public Health

University Square South

15 E. 15th Ave, Suite 5138, Columbus, OH 43201

(614) 292-6603 Office / [REDACTED] Mobile

[zadnik.4@osu.edu](mailto:zadnik.4@osu.edu)

she/her/hers

**From:** [Singer, Dev](#)  
**To:** [Greco, Sheree](#); "Kari Ellis"  
**Cc:** [Buttermore, Julia](#)  
**Subject:** RE: Cost for lobby reception  
**Date:** Tuesday, January 14, 2025 9:57:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Thanks. Caterer is not required, but if one is used we have to coordinate delivery and back-of-house arrangements. Bringing food in on her own from the store is fine. My biggest concern is trash removal. Our lobby does not have trash receptacles appropriate for an event with food waste, even a small event. We will need to order larger trash cans from our housekeeping services.

Krisanthe et al will have to be responsible for trash removal after the event to the dumpsters in the loading dock. We do not have housekeeping services Friday-Sunday. Under no circumstances can food waste from an event be left in our lobby over the weekend.

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
**College of Arts & Sciences**  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Greco, Sheree <greco.73@osu.edu>  
**Sent:** Tuesday, January 14, 2025 9:42 AM  
**To:** Singer, Dev <singer.95@osu.edu>; Kari Ellis <kellis[REDACTED]>  
**Cc:** Buttermore, Julia <buttermore.17@osu.edu>  
**Subject:** Re: Cost for lobby reception

This is what Krisanthe told me. I didn't think she had to use a caterer. I told her the water and soda had to be coke products. If the food must come from a caterer (not bringing in items from a grocery store), then maybe she just brings in some water and soda?

I'd like to set up a couple tables along a wall with very simple items - finger foods with water/soda for grab n go. We break down/clean up.

Best,  
Sherée



THE OHIO STATE UNIVERSITY

**Sherée Greco**

Production Manager and Stage Management Advisor

**The Ohio State University**

Arts and Sciences

Department of Theatre, Film and Media Arts

416 Theatre, Film and Media Arts

1932 College Road, Columbus, OH 43210

Mobile

[greco.73@osu.edu](mailto:greco.73@osu.edu) / <https://theatre.osu.edu>

Pronouns: she/her/hers

**PRIDE LIVES HERE**



---

**From:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Date:** Tuesday, January 14, 2025 at 8:32 AM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>, Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>

**Cc:** Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>

**Subject:** RE: Cost for lobby reception

Can you please provide some details on this? From a contract standpoint, this event has NOT been approved.

Per the agreement about catering:

**7. CATERING AND ALCOHOL**

*Food and beverages are prohibited within the Theatre proper, backstage areas, foyers, hallways, corridors, and dressing rooms. Food and beverages are allowed in the Green Room and Lobby only.*

*Producer may use any catering company for food and non-alcoholic beverages, provided that delivery is coordinated with the University. University reserves the right to deny or approve any catering request. All deliveries must be coordinated through the University. University does not have the ability to store any event or catering supplies onsite. University will not assume any responsibility for items left behind by caterer or Producer.*

*Food and beverage service must be presented in accordance with University guidelines for health compliance.*

*NOTE: The university has an exclusive beverage contract with the Coca-Cola Company that must be complied with in any facility at The Ohio State University.*

*All forms of illegal substances and smoking are strictly prohibited.*

*Alcoholic beverages may not be served in University spaces without prior approval. Any and all*

*alcoholic beverages present and/or consumed anywhere in the building must by state law be provided by the legal liquor license holder of the premises. Groups wishing to serve alcohol at their events should make a formal request when reserving the space, at which time the University will inform the group of the University's alcohol policies. Groups that receive approval to serve alcohol are required to use University Catering, the University's supplier for alcohol service.*

We need to know how many people, what time, what caterer, do we need to add housekeeping services for trash removal & surface cleaning?

Thank you,

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

College of Arts & Sciences

472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Sent:** Tuesday, January 14, 2025 6:59 AM

**To:** Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>; Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Subject:** Re: Cost for lobby reception

No cost on our end. She is taking care of food and beverage. We just provided her with some tables.

Sherée Greco MFA AEA

The Ohio State University

Department of Theatre, Film and Media Arts

Production Manager and Stage Management Advisor

O: 614-292-8455

C: [REDACTED]

[Greco.73@osu.edu](mailto:Greco.73@osu.edu)

---

**From:** Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>

**Sent:** Monday, January 13, 2025 11:13:32 PM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Subject:** Cost for lobby reception

[REDACTED]

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)

Can you also give me a quote on the price for her VIP reception with appetizers?

Kari Ellis

**From:** [Singer, Dev](#)  
**To:** "Kari Ellis"  
**Cc:** "Kimberly Rulli"; "Kim Rulli"; [Greco, Sheree](#); [Buttermore, Julia](#)  
**Subject:** RE: Cost for lobby reception  
**Date:** Thursday, January 16, 2025 12:36:00 PM

---

Thanks!

---

**From:** Kari Ellis <kellis[REDACTED]>  
**Sent:** Thursday, January 16, 2025 12:35 PM  
**To:** Singer, Dev <singer.95@osu.edu>  
**Cc:** Kimberly Rulli <kimberly[REDACTED]>; Kim Rulli <kim@tfpineapple.org>; Greco, Sheree <greco.73@osu.edu>; Buttermore, Julia <buttermore.17@osu.edu>  
**Subject:** Re: Cost for lobby reception

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)



Everything will be in the lobby area. Requested a 6-ft table and I will be out front to meet them.

Kari Ellis

On Thu, Jan 16, 2025, 12:18 PM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Do they need a back-of-house location for staging? Will you meet them, or do you need someone on staff to do that?

Thanks!

---

**From:** Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])>  
**Sent:** Thursday, January 16, 2025 12:15 PM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** Kimberly Rulli <[kimberly\[REDACTED\]](mailto:kimberly[REDACTED])>; Kim Rulli <[kim@tfpineapple.org](mailto:kim@tfpineapple.org)>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Subject:** Re: Cost for lobby reception

Because it is only a 45 minute event they're going to stay set up and clean up and I have offered them tickets to the show for helping us out at the very last minute. I promise girl we will take care of the trash.

Kari Ellis

On Thu, Jan 16, 2025, 12:09 PM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Thanks for this info. Is the caterer just doing a drop-off, or are they staying for the event and cleaning up? I have a feeling that the event is small enough that they won't need a back of house staging area, but just want to be sure.

Be sure to tell them to use the loading dock for entrance/exit. Will you be taking responsibility for meeting them and guiding them to the event location in the lobby?

Best,  
dev

---

**From:** Kari Ellis <[kellis](mailto:kellis)>  
**Sent:** Thursday, January 16, 2025 12:04 PM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** Kimberly Rulli <[kimberly](mailto:kimberly)>; Kim Rulli <[kim@tfpineapple.org](mailto:kim@tfpineapple.org)>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Subject:** Re: Cost for lobby reception

Hey Dev!

I am at the theater now and Sheree asked if you and I had talked and I told her no. And then she asked me to open my email and for some reason that thread that you sent at 7:58 did not show up in my email. I have paid Keaton catering which is a veteran organization. They are bringing in a veggie tray a cheese and cracker meat tray and the fruit tray. Bottled water and unsweet tea. I am so so sorry that I did not see where I needed to get with you and regards to an approved caterer. Kim responded to your email giving you my phone number, did you get it?

Kari Ellis

On Thu, Jan 16, 2025, 7:58 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Morning! Can you give me an update on where things stand with the pre-show reception?

What time is set-up?

From where is the catering coming?

What food and beverage items are coming?

What time does the event start?

How many people are expected?

Dev Singer  
Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

-----Original Message-----

From: Kimberly Rulli <[kimberly\[REDACTED\]](mailto:kimberly[REDACTED])>  
Sent: Tuesday, January 14, 2025 11:27 AM  
To: Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])>  
Cc: Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>; Kim Rulli <[kim@tfpineapple.org](mailto:kim@tfpineapple.org)>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
Subject: Re: Cost for lobby reception

Kari,

I asked for this information last week and again today. Her RSVP deadline is tomorrow.

To confirm, we need this information:  
We need to know how many people, what time, what caterer, do we need to add housekeeping services for trash removal & surface cleaning?

Also, I gave her a price limit for the catering, both for the staff lunch, as well as VIP event. I'm sure we will talk this at noon.

Kim

On Tue, Jan 14, 2025 at 9:22 AM Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])> wrote:

>

>

> Kim, can you provide any answers for this?

>  
> Kari Ellis  
> Tour Manager/Community Outreach Director, Task Force Pineapple - Last  
> Out  
>  
> Storytelling Coach, The Heroes Journey  
>  
> [REDACTED]  
>  
> [karitheheroes](#) [REDACTED]  
>  
> [kellis](#) [REDACTED]  
>  
> 13194 US Highway 301 South, Suite #201. Riverview, FL 33578  
>  
>  
> On Tue, Jan 14, 2025 at 8:32 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:  
>>  
>> Can you please provide some details on this? From a contract standpoint, this event has NOT been approved.  
>>  
>> Per the agreement about catering:  
>>  
>>  
>>  
>> 7. CATERING AND ALCOHOL  
>>  
>>  
>>  
>> Food and beverages are prohibited within the Theatre proper, backstage areas, foyers, hallways, corridors, and dressing rooms. Food and beverages are allowed in the Green Room and Lobby only.  
>>  
>>  
>>  
>> Producer may use any catering company for food and non-alcoholic beverages, provided that delivery is coordinated with the University. University reserves the right to deny or approve any catering request. All deliveries must be coordinated through the University. University does not have the ability to store

any event or catering supplies onsite. University will not assume any responsibility for items left behind by caterer or Producer.

>>

>>

>>

>> Food and beverage service must be presented in accordance with University guidelines for health compliance.

>>

>>

>>

>> NOTE: The university has an exclusive beverage contract with the Coca-Cola Company that must be complied with in any facility at The Ohio State University.

>>

>>

>>

>> All forms of illegal substances and smoking are strictly prohibited.

>>

>>

>>

>> Alcoholic beverages may not be served in University spaces without prior approval. Any and all alcoholic beverages present and/or consumed anywhere in the building must by state law be provided by the legal liquor license holder of the premises. Groups wishing to serve alcohol at their events should make a formal request when reserving the space, at which time the University will inform the group of the University's alcohol policies. Groups that receive approval to serve alcohol are required to use University Catering, the University's supplier for alcohol service.

>>

>>

>>

>>

>>

>> We need to know how many people, what time, what caterer, do we need to add housekeeping services for trash removal & surface cleaning?

>>

>>

>>

>>

>>

>> Thank you,

>>

>>

>>

>> Dev Singer

>> Business Operations Manager

>>

>> Department of Theatre, Film, and Media Arts

>>

>> College of Arts & Sciences

>> 472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N |

>> Columbus, OH 43210

>>

>> (614) 688-0228 Office

>>

>> [singer.95@osu.edu](mailto:singer.95@osu.edu)

>>

>> <https://theatreandfilm.osu.edu/>

>>

>>

>>

>>

>>

>>

>>

>> From: Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

>> Sent: Tuesday, January 14, 2025 6:59 AM

>> To: Kari Ellis <[kellis](mailto:kellis)>; Singer, Dev

>> <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

>> Subject: Re: Cost for lobby reception

>>

>>

>>

>> No cost on our end. She is taking care of food and beverage. We just provided her with some tables.

>>

>>

>>

>> Sherée Greco MFA AEA

>>

>> The Ohio State University

>>

>> Department of Theatre, Film and Media Arts

>>

>> Production Manager and Stage Management Advisor

>>

>> O: 614-292-8455

>>

>> C: [REDACTED]

>>

>> [Greco.73@osu.edu](mailto:Greco.73@osu.edu)

>>

>> \_\_\_\_\_

>>

>> From: Kari Ellis <[kellis@\[REDACTED\]](mailto:kellis@[REDACTED])>

>> Sent: Monday, January 13, 2025 11:13:32 PM

>> To: Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

>> Subject: Cost for lobby reception

>>

>>

>>

>> Can you also give me a quote on the price for her VIP reception with

>> appetizers? Kari Ellis [REDACTED]

>> [REDACTED]

>> [REDACTED]

>> [REDACTED]

>> [REDACTED]

>>

>> Can you also give me a quote on the price for her VIP reception with appetizers?

>>

>>

>>

>> Kari Ellis

**From:** [Singer, Dev](#)  
**To:** [Greco, Sheree](#)  
**Subject:** RE: box office ticket contact info  
**Date:** Friday, January 10, 2025 1:25:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

It's easy to find people on the department website, too. I am not surprised she went directly to Julia.

d.

---

**From:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Sent:** Friday, January 10, 2025 1:24 PM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Subject:** Re: box office ticket contact info

Just want you to know that I absolutely did not give her Julia's info. I didn't even respond to her. I know she dropped off a set piece to Chad earlier so maybe she wandered around and found Julia at the box office...

Sorry about all this.

Best,  
Sherée



**THE OHIO STATE UNIVERSITY**

**Sherée Greco**  
Production Manager and Stage Management Advisor  
**The Ohio State University**  
Arts and Sciences  
Department of Theatre, Film and Media Arts  
416 Theatre, Film and Media Arts  
1932 College Road, Columbus, OH 43210  
[REDACTED] Mobile  
[greco.73@osu.edu](mailto:greco.73@osu.edu) / <https://theatre.osu.edu>

Pronouns: she/her/hers

**PRIDE LIVES HERE**



---

**From:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Date:** Friday, January 10, 2025 at 9:50 AM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** RE: box office ticket contact info

No, don't give them Julia's info. Our ticket office has no involvement with the show other than providing house management, since they decided to go with a third-party ticketing platform. Also, we only send the contract to the people who are responsible for signing it. You're welcome to tell Krisanthe as much, and refer her to Kari and the producers with questions about the contract.

I'm so sorry you're being barraged by this person. 🙄

d.

---

**From:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Sent:** Friday, January 10, 2025 8:18 AM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Subject:** Fw: box office ticket contact info

This sponsor is high maintenance and she wants to talk to ticketing. Should I forward her to Julia?

I had to put my out of office reply on because this person has been almost stalking me since the weekend.

I'm not giving her a copy of the contract because it has nothing to do with them. The Tour Manager and the sponsor do not see eye to eye so I've been put in the middle unfortunately...

Sherée Greco MFA AEA  
The Ohio State University  
Department of Theatre, Film and Media Arts  
Production Manager and Stage Management Advisor  
O: 614-292-8455  
C: [REDACTED]  
[Greco.73@osu.edu](mailto:Greco.73@osu.edu)

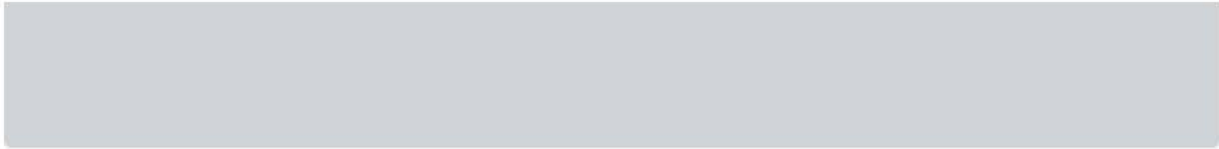
---

**From:** Krisanthe Vlahos <[kv@thecalloutpodcast.com](mailto:kv@thecalloutpodcast.com)>  
**Sent:** Friday, January 10, 2025 8:07:44 AM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** box office ticket contact info

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)



I'm determined to get that theater filled & highlight the amazing OSU Theater group with local media I've already contacted to be present!

I'll save you conversation. We'll catch up on details when we have lunch.

Can I please get copy of contract you sent Kari & OSU box office ticket contact?

Kindest regards,  
Krisanthe

<https://www.linkedin.com/in/krisanthe>

Creator | Host | Producer | CEO

The Callout Podcast



[www.TheCalloutPodcast.com](http://www.TheCalloutPodcast.com)

<https://youtube.com/@thecalloutpodcast3716>

**From:** [Singer, Dev](#)  
**To:** "Kari Ellis"  
**Cc:** "kimberly [REDACTED]"; "citizen [REDACTED]"; "Emma Brannon"; [Greco, Sheree](#); [Buttermore, Julia](#)  
**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH  
**Date:** Tuesday, January 7, 2025 8:28:00 AM  
**Attachments:** [TFMA Facility Use Agreement - LAST OUT.pdf](#)  
[image001.png](#)  
[image002.png](#)

---

Thank you! Agreement attached.

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>


---

**From:** Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])>  
**Sent:** Monday, January 6, 2025 11:12 AM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** kimberly [REDACTED]; citizen [REDACTED]; Emma Brannon <[emmatheheroes\[REDACTED\]](mailto:emmatheheroes[REDACTED])>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

-

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#) 

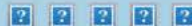
Task Force Pineapple, Last Out



**Kari Ellis**

Tour Manager/Community Outreach Director, Task Force Pineapple - Last Out

- Storytelling Coach, The Heroes Journey
- [REDACTED]
- [karitheheroes\[REDACTED\]](mailto:karitheheroes[REDACTED])
- [kellis\[REDACTED\]](mailto:kellis[REDACTED])
- 13194 US Highway 301 South, Suite #201, Riverview, FL 33578



On Mon, Jan 6, 2025 at 11:08 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Yes, it's a winter wonderland here today lol. Thanks for letting me know you'll be signing the agreement. What is the name I should the agreement under, though. Should I use Task Force Pineapple?

d.

---

**From:** Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])>  
**Sent:** Monday, January 6, 2025 10:55 AM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** kimberly [REDACTED]; citizen [REDACTED]; Emma Brannon <[emmatheheroes\[REDACTED\]](mailto:emmatheheroes[REDACTED])>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hi Dev!

Jason and I will review it, and I'll be the one signing it. I heard you all had snow last night and boy, am I jealous!! I can't wait to meet you and your amazing team!

Cheers,



**Kari Ellis**  
Tour Manager/Community Outreach Director, Task Force Pineapple - Last Out

- Storytelling Coach, The Heroes Journey
- [REDACTED]
- karitheheroes [REDACTED]
- kellis [REDACTED]
- 13194 US Highway 301 South, Suite #201, Riverview, FL 33578



On Mon, Jan 6, 2025 at 10:43 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Hello! The facility use agreement is ready to be sent to you for signature. The last piece of information we need is the name of the person or entity who will be signing the agreement. Can you please send me that information?

Thanks!

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Singer, Dev

**Sent:** Thursday, January 2, 2025 7:44 AM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>

**Cc:** Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>

**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello, all. I see from a forwarded message from Sherée that the choice was to go with an [external ticket platform](#). That is one of the last pieces of information we needed for the facility agreement, so I'll add that into the document.

The other piece needed for the facility agreement is the name of the person or entity taking financial responsibility. We are waiving all normal fees, but we do still need to have coverage for any damages. Can you please let me know the name we should put on the agreement?

Thanks!

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Singer, Dev  
**Sent:** Friday, December 20, 2024 7:32 AM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>  
**Cc:** Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hi! Sherée is correct about the contract. I'm currently working on the document with the legal department. Will send it just as soon as possible.

I believe the correct reference to the venue should be Theatre, Film, and Media Arts Proscenium Theatre. Located in the Theatre, Film, and Media Arts Building. Theatre, Film, and Media Arts can be shortened to TFMA.

Is your question about ticketing about deciding whether or not you would use your own ticketing platform or use our ticket office & our Ticketmaster account?

If you want to use your own ticketing platform, that's totally fine. With your own ticketing platform, you will have your own ticket sales link to send out in your marketing materials on your own timeline. OSU TFMA will not do any in-person or phone ticket sales on your behalf. Since our theater is set up for Ticketmaster ticket scanning, I don't think we can use our ticket scanners to scan a non-Ticketmaster ticket. On the day of the show, tickets will need to be checked and counted manually.

If you choose to use OSU TFMA's ticket office, we can provide you with a Ticketmaster link for online sales. Because of staff availability and Ticketmaster turnaround times, the earliest ticket sales can start is January 8. We would be able to provide you with the Ticketmaster link on either January 7 or January 8. Ticket sales would be available online, over the phone at our office, and in person.

To use OSU TFMA's ticket office, we need the following information to build the show in Ticketmaster:

- Text that you want to appear on the ticket itself, such as producer, title, etc.
- Text and images that you want to appear on the Ticketmaster webpage for the show. This would include title, producer, description of the show. Anything you want audience members to know.

Thanks for providing the information that you want to sell the house as General Admission with the following ticket prices:

General public: \$40.00

Military/First Responder: \$30

Student: \$15

Please let us know which direction you would like to go on the ticketing platform question – either using your own ticketing, or using OSU TFMA Ticket Office/Ticketmaster.

Thanks!

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

College of Arts & Sciences

472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Sent:** Thursday, December 19, 2024 9:36 PM  
**To:** Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>  
**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>; Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello Kari!

The contract is being written. We are brand new to the building and Dev and I are working from our past building's contract template so we have to make some changes to the language and we need it to be approved by our legal folks too. It's definitely in the works. I have the space booked for you and my team will be ready for your load-in on the 16th.

For the 16th, my team usually has a hard out at 5:30 during the week but Keya, who will run mics and is our sound engineer and I can stay until 7. Probably Chad too. I say let's go ahead and make end of day at 7pm and I'll work it out on my end. We are thrilled to have the show in our venue and happy to work with your schedule!

Dev will reach out to answer your ticketing question.

Thank you and Happy Holidays!

See you in 2025!!

Sherée

Sherée Greco MFA AEA  
The Ohio State University  
Department of Theatre, Film and Media Arts  
Production Manager and Stage Management Advisor  
O: 614-292-8455  
C: [REDACTED]  
[Greco.73@osu.edu](mailto:Greco.73@osu.edu)

---

**From:** Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>  
**Sent:** Thursday, December 19, 2024 4:28 PM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>; Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello Ladies!

So...we just received "verbal" funding for our show and now are going in good faith and moving forward. Can you please send me a contract for the theater so that I make sure we honor your space? Can we use our own ticket link, or do we have to go through Ticketmaster since we are running out of promotion time? I've put Emma Brannon on this email thread. She is our graphic artist/designer. Emma, this is a new theater located at Ohio State University, and we will be their first public/not student-produced show. The theater hasn't even been formally named, but it is called, Proscenium. They have 450 seats. We will be doing General Admission/seating. All of the ticketing sales will go to our non-profit organization. Ticket prices are as follows:  
General public: \$40.00  
Military/First Responder: \$30  
Student: \$15

We will arrive in the morning (I don't have the exact until I purchase airline tickets) on the 16th for load-in, tech, cue to cue, and dry run. We would finish for the day at 7 PM unless the theater staff had other thoughts. On the 17th, we would come in at 9:00 am and do more tech/cue to cue and do a Dress Rehearsal at 2:00 and a 7:00 PM show. The show runs 77 minutes and has a half-hour talkback, with us exiting the space at 10:30.

**Kari Ellis**  
Tour & Logistics Manager, Last Out: Elegy of a Green Beret  
Community Outreach Director, The Heroes Journey

photo



kellis

The Heroes Journey, 13194 US Highway 301 South, Suite #201, Riverview, FL 33578



On Mon, Dec 16, 2024 at 9:43 AM Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)> wrote:

Hi Kari,

I am putting you in touch with our Business Operations Manager, Dev Singer, cc'd here. Dev can speak with you about all things ticketing and front of house needs.

Thank you!

Sherée

Best,

Sherée



THE OHIO STATE UNIVERSITY

**Sherée Greco**

Production Manager and Stage Management Advisor

**The Ohio State University**

Arts and Sciences

Department of Theatre, Film and Media Arts

416 Theatre, Film and Media Arts

1932 College Road, Columbus, OH 43210

Mobile

[greco.73@osu.edu](mailto:greco.73@osu.edu) / <https://theatre.osu.edu>

Pronouns: she/her/hers

PRIDE LIVES HERE



**From:** Kari Ellis <[kellis](mailto:kellis)>

**Date:** Wednesday, December 11, 2024 at 4:49 PM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25

If your ticketing isn't open and we sold and managed the tickets, could or would you still add us to your shows for marketing purposes?

**Kari Ellis**

Tour & Logistics Manager, Last Out: Elegy of a Green Beret  
Community Outreach Director, The Heroes Journey

kellis

The Heroes Journey, 13194 US Highway 301 South, Suite #201, Riverview, FL 33578

THE OHIO STATE UNIVERSITY  
DEPARTMENT OF THEATRE, FILM, AND MEDIA ARTS  
FACILITY USE & RENTAL AGREEMENT

This Agreement (“Agreement”) is made on January 7, 2025, by and between Task Force Pineapple, Last Out (hereinafter referred to as “Producer”) and The Ohio State University (hereinafter referred to as “University”) at times doing business as the Department of Theatre, Film, and Media Arts (“TFMA”).

Producer agrees to furnish, and the University agrees to present a live event titled “LAST OUT: ELEGY OF A GREEN BERET” at The Ohio State University Department of Theatre, Film, and Media Arts Proscenium Theatre (the “Theatre”) in Columbus, Ohio on Friday, January 17, 2025, at 7:00pm (the “Event”). Doors to open at least thirty minutes prior to the Event.

1. USE OF SPACE

Producer may use and occupy the PROSCENIUM THEATRE, located in the Theatre, Film, and Media Arts Building, on the University's main campus, including the stage, stated dressing rooms, audience seating areas, foyers, lobby, and corridors necessary to accommodate patrons and cast (together, the “Theatre”), for the sole and limited purpose of rehearsing, setting up for and presenting the Event at the following date(s) and time(s):

Thursday, January 16, 2025, 11:00am-8:00pm  
Friday, January 17, 2025, 9:30am-10:00pm

Except for reasonable periods immediately before and during the presentation of the Event, Producer's right to use and occupy the Theatre will be nonexclusive, but the University shall make reasonable efforts not to interfere unduly with Producer's activities.

2. FEES

Producer shall pay to the Department of Theatre, Film, and Media Arts rental, service and operations fees specified by the University per the Estimate listed below, plus all other charges provided for in this agreement or agreed to by the parties.

Deposit	\$ 0
Rental Fee	\$ 0
Ticket Service Fee (5% gross sales)	\$ 0
Ticket Credit Card Fee (4% per ticket)	\$ 0
Labor Fee	\$ 0

Equipment Rental Fee \$ 0  
GRAND TOTAL \$ 0

### 3. PAYMENTS

Producer shall pay fees to the Department of Theatre, Film, and Media Arts in the form of cashier's check, certified check, bank check, settlement deduction, and/or Ohio State Purchase Order. Checks shall be made to the order of The Ohio State University. Producer's payment of a deposit is a condition precedent to Producer's right to use and occupy the Theatre and to the performance of the University's obligations under this agreement. Producer shall pay the remainder of the charges for which it is responsible in accordance with section seventeen.

**Check payment mailing address:**

Department of Theatre, Film, and Media Arts  
Attn: Business Operations Manager  
472 Theatre, Film, and Media Arts Building  
1932 College Rd N  
Columbus OH 43210

**Internal Supplier for Workday Purchase Orders:**

Internal Service Provider ID: SPL-0000323 Theatre Rentals

### 4. LICENSES AND ROYALTIES

Producer shall obtain all necessary licenses and pay all royalties, fees, fines, and/or penalties required to be paid by law or by any contractual arrangements with respect to the presentation of the Event. Producer warrants and represents that all copyrighted materials to be presented at the Theatre during the Event have been or will be duly licensed and authorized by the copyright owners. Producer must provide proof of such license and authorizations at the latest 24 hours prior to the event. If Producer does not provide such proof, the University may, at its option, either (1) charge Producer the amount that the University calculates may be required to pay all royalties, fees, fines, and/or penalties required to be paid or (2) terminate this agreement upon notice to Producer and retain the deposit.

### 5. STAGE AND SETUP REQUIREMENTS

Producer must submit all stage requirements and any requests for other special arrangements (aka "Technical Rider") to the Department of Theatre, Film, and Media Arts at

least two weeks before the date of the first working day of the Event. Failure to meet this requirement may result in the non-availability of equipment and/or personnel for the Event.

Additional fees apply for the use of confetti and/or glitter during the Event.

## 6. PREPARATION AND OPERATION OF THE THEATRE

Unless otherwise agreed or required by the University, Producer shall be responsible for all necessary preparations of the Theatre for the presentation of the Event and the University shall be responsible for the operation of the Theatre during the presentation of the Event. Unless otherwise agreed upon, Producer shall pay the University for all costs and expenses for supplies, equipment, services, and personnel required in the University's judgment, or requested by Producer, to prepare and operate the Theatre for the Event, including without limitation, house managers, ticket takers, ticket sellers, ushers, police, fire, and safety personnel, stagehands, custodians, loaders, unloaders, wardrobe and sound and lighting technicians.

For events requiring content playback from a computer, the Producer agrees to provide the computer equipment, power cable, adapters, slide advance clicker, software applications, digital content files, and an operator for the equipment and content.

No signage or decorations are permitted without the prior approval of the University. Tape, tacks or nails are not allowed on any floors, walls, woodwork, tables, monitors or screens.

University policy prohibits the use of open flames, candles, fog, haze, smoking or the appearance of smoking, on or within University properties.

In no event shall University interfere with the performance of the Event, if such performance can reasonably take place without causing the University irreparable harm.

## 7. CATERING AND ALCOHOL

Food and beverages are prohibited within the Theatre proper, backstage areas, foyers, hallways, corridors, and dressing rooms. Food and beverages are allowed in the Green Room and Lobby only.

Producer may use any catering company for food and non-alcoholic beverages, provided that delivery is coordinated with the University. University reserves the right to deny or approve any catering request. All deliveries must be coordinated through the University. University does not have the ability to store any event or catering supplies onsite. University will not assume any responsibility for items left behind by caterer or Producer.

Food and beverage service must be presented in accordance with University guidelines for health compliance.

*NOTE: The university has an exclusive beverage contract with the Coca-Cola Company that must be complied with in any facility at The Ohio State University.*

All forms of illegal substances and smoking are strictly prohibited.

Alcoholic beverages may not be served in University spaces without prior approval. Any and all alcoholic beverages present and/or consumed anywhere in the building must by state law be provided by the legal liquor license holder of the premises. Groups wishing to serve alcohol at their events should make a formal request when reserving the space, at which time the University will inform the group of the University's alcohol policies. Groups that receive approval to serve alcohol are required to use University Catering, the University's supplier for alcohol service.

## 8. UTILITIES AND CUSTODIAL SERVICES

The University shall use its best efforts to furnish, at its expense, reasonable temperature control, water, lights, and electric power for ordinary use only. The University shall also furnish, at its expense, all reasonable custodial and housekeeping service deemed necessary by the University for the ordinary and reasonable use of the Theatre.

## 9. EQUIPMENT

The University shall use its best efforts to maintain in ordinary working condition the stage, stage equipment, public address system, dimmer system, orchestra lift mechanism, passenger elevator, plumbing, drainage, and booth equipment.

## 10. SECURITY

The University may require Producer, at its expense, to provide security personnel and police and fire protection during Producer's use of the Theatre. The determination of the amount and the extent of the required protection shall be made exclusively by the University, and its decision shall be final. The provision of such security personnel, police and fire protection will not relieve Producer of any liabilities imposed under any other provision of this agreement.

To the extent that Producer hires, provides, or assigns their own security to control access to backstage, onstage, or dressing room areas (the "Event's Private Areas"), the University shall not be responsible for the actions or activities which occur within the Event's Private Areas.

## 11. RESTORATION OF THE THEATRE

Promptly after the final presentation of the Event, Producer shall clear and leave the Theatre in a condition equal to or better than the condition it was in when Producer first entered it. If Producer does not restore the Theatre, Producer shall pay the University for any costs and expenses it incurs to so restore the Theatre.

## 12. DAMAGES

Producer shall pay the University for any damages, maintenance, repairs or replacement, other than normal wear and tear, resulting from or made necessary by the occupancy of Producer or its representatives, agents, cast members, workers, employees, independent contractors, attendees, or invitees.

Notwithstanding anything contained herein to the contrary, any claim by the University that the Event has caused damage to the Theatre shall be subject to the University and Producer conducting customary pre-event and post-event inspections of the Theatre and other pertinent areas utilized in connection with the event. During such inspections, the parties will assess and identify, as applicable, pre-existing conditions and any damages that may have occurred during Producer's use of the Theatre. Following the final inspection, the parties will consult and agree in good faith as to what, if any, damages will be the responsibility of, and paid for, by Producer. In no event shall Producer be responsible for (a) any pre-existing conditions; (b) damages caused by the University or its employees, agents or contractors not acting under the direction, instruction, authority, or control of Producer, its agents, or employees; or (c) any damages not identified in the final inspection or reasonably promptly thereafter. In no event shall Producer be deemed timely notified of any damage first brought to Producer's attention by the University after commencement of next event held at the Theatre following the Event.

## 13. INSURANCE

Producer shall obtain and maintain, for the period of the activity covered under this agreement, an occurrence policy of general liability insurance issued by an insurance company qualified to do business in Ohio and insuring against claims for personal injuries, death, and damage to property that are in any way related to the presentation of the Event, activities associated with the presentation of the Event, or Producer's use and occupancy of the Theatre under this agreement. The policy of insurance must provide coverage of at least \$300,000 for injury to or death of any one person, \$1,000,000 for injury or death of any number of persons arising out of any one occurrence, and \$1,000,000 for property damage arising out of any one occurrence. Producer shall provide the University a certificate of such insurance naming both The Ohio State University, its Board of Trustees, employees and agents as additional insureds. If the University does not receive a certificate of such insurance in advance of Producer's scheduled use of the Theatre, the University may terminate this agreement upon notice to Producer and retain the deposit. Failure to obtain a certificate of insurance will not constitute a waiver by the University of such insurance.

The University maintains workers' compensation insurance as and with limits required by the State of Ohio.

#### 14. TICKETS

At Producer's request and expense and upon reasonable notice, the University shall make arrangements for the distribution of tickets for the Event. Producer shall pay the University at its standard rate for making any such arrangements. Only the University's authorized personnel may distribute tickets through TFMA's ticket office. Any event in the Theatre wishing to use online ticketing must use TFMA's Ticketmaster services, unless otherwise agreed upon.

For this engagement, subject to Producer approval, University will receive twenty (20) complimentary tickets at no cost.

#### 15. ADVERTISING

Producer is responsible, at its expense, for any advertising and promotion of the Event. Producer must submit all proposed advertising or promotion to the University and obtain the University's written approval before publication. All advertising and promotion must identify the place of performance, without variation, as "Theatre, Film, and Media Arts Proscenium Theatre" or "Theatre, Film, and Media Arts Black Box Theatre," as appropriate. The University does not promote, endorse, or sponsor the Event, and Producer shall not make any representations to the contrary.

#### 13. MERCHANDISE

Producer may sell programs, books, videos, compact discs, and other merchandise only in the first-floor lobby of the Theatre and only with advance permission of the University. If, at Producer's request, the University furnishes personnel to conduct such sales, Producer shall pay University 30% of gross sales. Producer is responsible for the procurement of any licenses required for, and the payment of any taxes associated with, any such sale. No other sales will be permitted.

#### 14. LIVE STREAMING AND BROADCASTING

Neither the Event participants nor the Producer nor the University will make or transmit any regular television, cable television or live streaming programming without written consent by all parties. Expenses for use of broadcast cable or live streaming will be paid by Producer to the University, if applicable.

The foregoing shall not imply that the University has the right to conduct any audio and/or video recordings of the performance(s), which are expressly prohibited without the express, prior written consent of Producer.

The University acknowledges that the performing artists are not required to provide an audio and/or video feed to the University for any purpose, including, without limitation, to suites, clubs or any other areas, other than as may be required for compliance with applicable laws (e.g. an audio feed for assistive listening devices). The University shall not copy or record, nor permit others to copy or record, all or any part of such feeds if any are provided. The University is expressly prohibited from simulcasting the event (or any portion thereof) from any approved feed to any location outside of the Theatre admission areas.

#### 15. ENDORSEMENTS AND SPONSORSHIPS

Neither the University, Producer, nor any participant in the Event, will make any public endorsements during this engagement.

University understands and acknowledges that the Producer may have arrangements with sponsors. University shall use reasonable efforts to facilitate and allow implementation and activation of activities associated with such sponsorships, if any, which may include, without limitation, temporary signs, banners, on-site product displays, interactive displays, and small product samples, on egress only. Producer acknowledges and agrees that the University does not endorse its sponsors. Producer shall make no public statements, inferences, or representations to the contrary.

Producer shall not use the marks or logos of the University without prior written consent.

#### 16. PARKING

Parking is governed by CampusParc and is the sole responsibility of the Producer.

#### 17. FINAL SETTLEMENT

Within 30 days after the final presentation of the Event, the University and Producer shall make a final settlement of all costs and expenses chargeable to Producer. If the deposit plus any amount obtained by the University from ticket sales is less than the total amount of all costs and expenses chargeable to Producer, Producer shall pay the University an amount equal to the difference. If the deposit plus any amount obtained by the University from ticket sales exceeds the total amount of all costs and expenses chargeable to Producer, the University shall pay Producer an amount equal to the difference.

All payments will be by University check payable to Producer or wire transfer.

## 18. RULES AND REGULATIONS

During its use of the Theatre, Producer shall comply with all rules and regulations of the Theatre, all rules and regulations of the University, all instructions of University employees, and all applicable governmental laws and regulations.

## 19. CONDUCT, SAFETY, AND WELFARE

Producer shall be responsible for the personal conduct, safety, and welfare of its representatives, agents, cast members, employees, independent contractors, invitees, and attendees while at the Theatre. The University may, in its sole discretion, take whatever action it deems advisable with respect to such conduct, but it is expressly agreed that the University is not the promoter, director, or manager of the Event. The Producer and its employees, contractors, performers, and attendees shall abide by all safety instructions given to them by the University's representatives during the Event.

## 20. INDEMNIFICATION

Producer shall indemnify The Ohio State University and its Board of Trustees, officers, employees and agents (collectively, the "University Parties") against all claims, demands, damages, costs, reasonable, outside attorney fees, penalties and liabilities of any kind (collectively, "Claims") arising out of or related to the activities associated with the duties and obligations of the Producer under this Agreement. This indemnification shall not be limited to the general liability insurance that the Producer is required to obtain under this Agreement. The foregoing indemnity, defense and hold harmless shall not extend to any Claims arising out of any (a) negligence or willful misconduct of the University Parties or their respective contractors or (b) structural or premises-related defects of the Facility. Producer acknowledges that if Producer has inspected the Theatre (which shall only be a cursory, pre-Event inspection in accordance with industry practice), then, unless provided in writing or verbally to the University, Producer is satisfied with and has accepted the Theatre in its present condition.

## 21. PROPERTY

The University assumes no responsibility whatever for any property brought into the Theatre by Producer, and Producer releases the University from all liabilities for any loss, injury, or damage to such property that Producer may sustain.

## 22. FAILURE TO PRESENT THE EVENT

If Producer fails to present the Event as scheduled, or to timely request a change of date for the Event, for reasons other than a Force Majeure Occurrence as defined in section twenty four or a breach of this Agreement by the University, the University will retain the deposit and Producer shall, in addition, pay to the University the remainder of the rental charge and

reimburse the University for any out-of-pocket expenses incurred by the University in preparation for the Event.

### 23. TAXES

Producer warrants that to the best of its knowledge the party it has contracted with and to whom it will make payment is a US company or resident and is not a non-resident alien, or if it is not, then the Producer will make any tax withholdings as required by applicable law.

### 24. FORCE MAJEURE

The failure of either party hereto to comply with the terms and conditions hereof because of a Force Majeure Occurrence shall not be deemed a breach of this Agreement. "Force Majeure Occurrence" includes, without limitation, acts of God, dangerous weather conditions, war, terrorism, government or quasi-governmental order or regulation, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities or supply chain failures, epidemic, pandemic, disease, quarantine, governmental preemption in connection with a national, state or local emergency, death, disability or injury of the Producer / Event performers, and/or their immediate family or similar cause beyond the control of the parties, to the extent that such circumstances makes it illegal or impossible to hold the performance or provide or use the Theatre.

Subject to the foregoing, both parties agree that they will make every reasonable effort to work with each other to reschedule the event within sixty 60 days of the Force Majeure Occurrence, and that all such deposits and payments will be applied to the future date. Acceptance of such a date shall not be unreasonably withheld by either party. If the Parties are unable to reschedule the Event on a mutually acceptable date within 180 days of the Force Majeure Occurrence, neither Party shall have liability hereunder for failure to fulfill its obligations for reasons beyond its control and any amounts paid by Producer shall be returned.

### 25. ENTIRE AGREEMENT

This Agreement including attached exhibits, if any, constitutes the entire agreement between Producer and the University and supersedes all prior agreements, if any, between Producer and the University in connection with the subject matter of this Agreement. Any subsequent addendums, modifications, or alterations to this agreement must be signed by both parties and shall be attached to this Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same instrument. A signed copy of this Agreement delivered by facsimile, email or other means of electronic

transmission shall have the same legal effect as delivery of an original signed copy of this Agreement.

## 26. GOVERNING LAW

This Agreement shall be governed by and in accordance with the laws of the State of Ohio. Any legal action pursuant to this agreement shall be brought in a court of competent jurisdiction in the State of Ohio. Producer understands that The Ohio State University is an instrumentality of the State of Ohio and as such is subject to certain laws, restrictions, codes and operating procedures.

## 27. COMPLIANCE WITH APPLICABLE LAW

Parties agree to comply with all applicable federal, state and local laws in the course of its performance under this Agreement.

[Signature Page Follows]

The Ohio State University

Producer

---

DEV SINGER  
BUSINESS OPERATIONS MANAGER  
THE OHIO STATE UNIVERSITY  
DEPT OF THEATRE, FILM, AND MEDIA ARTS  
614-688-0228  
SINGER.95@OSU.EDU

---

KARI ELLIS  
TOUR MANAGER/COMMUNITY OUTREACH DIRECTOR  
TASK FORCE PINEAPPLE, LAST OUT  
[REDACTED]  
KELLIS [REDACTED]

**From:** [Singer, Dev](#)  
**To:** "Kari Ellis"  
**Cc:** "kimberly [REDACTED]"; "citizen [REDACTED]"; "Emma Brannon"; Greco, Sheree; Buttermore, Julia  
**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH  
**Date:** Friday, January 10, 2025 1:13:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi, Kari et al. Our ticket office has received a request from Krisanthe for the use of our services to offer ticket sales online via OSU's Ticketmaster account in addition to the ticketing platform Last Out is already using. If this service is desired, it will incur fees and we'll need to update the agreement accordingly.

Can you please confirm whether or not you want to proceed with the addition of OSU TFMA Ticket Office services? If so, I will edit the agreement and send you a new copy.

As you've seen on the agreement, there is a 5% ticket service fee and a 4% ticket credit card fee on ticket sales. We would also need to pay ticket sellers for working the night of the performance. Here is the estimated cost, based on selling 200 tickets at full price. The final cost will obviously fluctuate due to the different ticket tiers and final ticket numbers.

Ticket service fee on gross sales: 200 tickets x \$40/ticket x 0.05 = \$400  
Credit card fee per ticket: 200 tickets x 0.04 = \$8  
Ticket sellers: \$16/hour (includes salary + benefit rate) x 8 hours = \$128

Once we get a thumbs up from you to proceed, it can take 48-72 hours for ticket sales to go live on Ticketmaster.

Thanks!

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Singer, Dev  
**Sent:** Tuesday, January 7, 2025 8:29 AM  
**To:** Kari Ellis <kellis [REDACTED]>  
**Cc:** kimberly [REDACTED]; citizen [REDACTED] m; Emma Brannon <emmatheheroes [REDACTED]>; Greco, Sheree <greco.73@osu.edu>; Buttermore, Julia <buttermore.17@osu.edu>  
**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Thank you! Agreement attached.

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Kari Ellis <[kellis \[REDACTED\]](mailto:kellis [REDACTED])>  
**Sent:** Monday, January 6, 2025 11:12 AM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** [kimberly \[REDACTED\]](mailto:kimberly [REDACTED]); [citizen \[REDACTED\]](mailto:citizen [REDACTED]); Emma Brannon <[emmatheheroes \[REDACTED\]](mailto:emmatheheroes [REDACTED])>; Greco, Sheree

<greco.73@osu.edu>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)

Task Force Pineapple, Last Out



**Kari Ellis**

**Tour Manager/Community Outreach Director, Task Force Pineapple - Last Out**

- Storytelling Coach, The Heroes Journey
- [REDACTED]
- karitheheroes [REDACTED]
- kell [REDACTED]
- 13194 US Highway 301 South, Suite #201, Riverview, FL 33578



On Mon, Jan 6, 2025 at 11:08 AM Singer, Dev <singer.95@osu.edu> wrote:

Yes, it's a winter wonderland here today lol. Thanks for letting me know you'll be signing the agreement. What is the name I should the agreement under, though. Should I use Task Force Pineapple?

d.

---

**From:** Kari Ellis <kellis [REDACTED]>  
**Sent:** Monday, January 6, 2025 10:55 AM  
**To:** Singer, Dev <singer.95@osu.edu>  
**Cc:** kimberly [REDACTED]; citizer [REDACTED]; Emma Brannon <emmatheheroes [REDACTED]>; Greco, Sheree <greco.73@osu.edu>  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hi Dev!

Jason and I will review it, and I'll be the one signing it. I heard you all had snow last night and boy, am I jealous!! I can't wait to meet you and your amazing team!

Cheers,



**Kari Ellis**

**Tour Manager/Community Outreach Director, Task Force Pineapple - Last Out**

- Storytelling Coach, The Heroes Journey
- [REDACTED]
- karitheheroes [REDACTED]
- kellis [REDACTED]
- 13194 US Highway 301 South, Suite #201, Riverview, FL 33578



On Mon, Jan 6, 2025 at 10:43 AM Singer, Dev <singer.95@osu.edu> wrote:

Hello! The facility use agreement is ready to be sent to you for signature. The last piece of information we need is the name of the person or entity who will be signing the agreement. Can you please send me that information?

Thanks!

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Singer, Dev  
**Sent:** Thursday, January 2, 2025 7:44 AM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>  
**Cc:** Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello, all. I see from a forwarded message from Sherée that the choice was to go with an [external ticket platform](#). That is one of the last pieces of information we needed for the facility agreement, so I'll add that into the document.

The other piece needed for the facility agreement is the name of the person or entity taking financial responsibility. We are waiving all normal fees, but we do still need to have coverage for any damages. Can you please let me know the name we should put on the agreement?

Thanks!

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Singer, Dev  
**Sent:** Friday, December 20, 2024 7:32 AM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>  
**Cc:** Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Subject:** RE: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hi! Sherée is correct about the contract. I'm currently working on the document with the legal department. Will send it just as soon as possible.

I believe the correct reference to the venue should be Theatre, Film, and Media Arts Proscenium Theatre. Located in the Theatre, Film, and Media Arts Building. Theatre, Film, and Media Arts can be shortened to TFMA.

Is your question about ticketing about deciding whether or not you would use your own ticketing platform or use our ticket office & our Ticketmaster account?

If you want to use your own ticketing platform, that's totally fine. With your own ticketing platform, you will have your own ticket sales link to send out in your marketing materials on your own timeline. OSU TFMA will not do any in-person or phone ticket sales on your behalf. Since our theater is set up for Ticketmaster ticket scanning, I don't think we can use our ticket scanners to scan a non-Ticketmaster ticket. On the day of the show, tickets will need to be checked and counted manually.

If you choose to use OSU TFMA's ticket office, we can provide you with a Ticketmaster link for online sales. Because of staff availability and Ticketmaster turnaround times, the earliest ticket sales can start is January 8. We would be able to provide you with the Ticketmaster link on either January 7 or January 8. Ticket sales would be available online, over the phone at our office, and in person.

To use OSU TFMA's ticket office, we need the following information to build the show in Ticketmaster:

- Text that you want to appear on the ticket itself, such as producer, title, etc.
- Text and images that you want to appear on the Ticketmaster webpage for the show. This would include title, producer, description of the show. Anything you want audience members to know.

Thanks for providing the information that you want to sell the house as General Admission with the following ticket prices:

General public: \$40.00

Military/First Responder: \$30

Student: \$15

Please let us know which direction you would like to go on the ticketing platform question – either using your own ticketing, or using OSU TFMA Ticket Office/Ticketmaster.

Thanks!

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

College of Arts & Sciences

472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Sent:** Thursday, December 19, 2024 9:36 PM

**To:** Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>

**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>; Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello Kari!

The contract is being written. We are brand new to the building and Dev and I are working from our past building's contract template so we have to make some changes to the language and we need it to be approved by our legal folks too. It's definitely in the works. I have the space booked for you and my team will be ready for your load-in on the 16th.

For the 16th, my team usually has a hard out at 5:30 during the week but Keya, who will run mics and is our sound engineer and I can stay until 7. Probably Chad too. I say let's go ahead and make end of day at 7pm and I'll work it out on my end. We are thrilled to have the show in our venue and happy to work with your schedule!

Dev will reach out to answer your ticketing question.

Thank you and Happy Holidays!

See you in 2025!!

Sherée

Sherée Greco MFA AEA  
The Ohio State University  
Department of Theatre, Film and Media Arts  
Production Manager and Stage Management Advisor  
O: 614-292-8455  
C: [REDACTED]  
[Greco.73@osu.edu](mailto:Greco.73@osu.edu)

---

**From:** Kari Ellis <[kellis@\[REDACTED\]](mailto:kellis@[REDACTED])>  
**Sent:** Thursday, December 19, 2024 4:28 PM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>; Emma Brannon <[emmatheheroes@\[REDACTED\]](mailto:emmatheheroes@[REDACTED])>  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello Ladies!

So...we just received "verbal" funding for our show and now are going in good faith and moving forward. Can you please send me a contract for the theater so that I make sure we honor your space? Can we use our own ticket link, or do we have to go through Ticketmaster since we are running out of promotion time? I've put Emma Brannon on this email thread. She is our graphic artist/designer. Emma, this is a new theater located at Ohio State University, and we will be their first public/not student-produced show. The theater hasn't even been formally named, but it is called, Proscenium. They have 450 seats. We will be doing General Admission/seating. All of the ticketing sales will go to our non-profit organization. Ticket prices are as follows:  
General public: \$40.00  
Military/First Responder: \$30  
Student: \$15

We will arrive in the morning (I don't have the exact until I purchase airline tickets) on the 16th for load-in, tech, cue to cue, and dry run. We would finish for the day at 7 PM unless the theater staff had other thoughts. On the 17th, we would come in at 9:00 am and do more tech/cue to cue and do a Dress Rehearsal at 2:00 and a 7:00 PM show. The show runs 77 minutes and has a half-hour talkback, with us exiting the space at 10:30.



**Kari Ellis**  
Tour & Logistics Manager, Last Out: Elegy of a Green Beret  
Community Outreach Director, The Heroes Journey

- [REDACTED]
- [kellis@\[REDACTED\]](mailto:kellis@[REDACTED])
- [The Heroes Journey, 13194 US Highway 301 South, Suite #201, Riverview, FL 33578](#)



On Mon, Dec 16, 2024 at 9:43 AM Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)> wrote:

Hi Kari,  
I am putting you in touch with our Business Operations Manager, Dev Singer, cc'd here. Dev can speak with you about all things ticketing and front of house needs.

Thank you!  
Sherée

Best,  
Sherée



THE OHIO STATE UNIVERSITY

**Sherée Greco**

Production Manager and Stage Management Advisor

**The Ohio State University**

Arts and Sciences  
Department of Theatre, Film and Media Arts  
416 Theatre, Film and Media Arts  
1932 College Road, Columbus, OH 43210  
Mobile  
[greco.73@osu.edu](mailto:greco.73@osu.edu) / <https://theatre.osu.edu>

Pronouns: she/her/hers

**PRIDE LIVES HERE**



---

**From:** Kari Ellis <[kellis](mailto:kellis)>

**Date:** Wednesday, December 11, 2024 at 4:49 PM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25


If your ticketing isn't open and we sold and managed the tickets, could or would you still add us to your shows for marketing purposes?

**Kari Ellis**

**Tour & Logistics Manager, Last Out: Elegy of a Green Beret  
Community Outreach Director, The Heroes Journey**

[kellis](mailto:kellis)

[The Heroes Journey, 13194 US Highway 301 South, Suite #201, Riverview, FL 33578](#)



**From:** [Greco, Sheree](#)  
**To:** [Kimberly Rulli](#); [Singer, Dev](#)  
**Cc:** [Kari Ellis](#); [Kim Rulli](#); [Buttermore, Julia](#)  
**Subject:** Re: Cost for lobby reception  
**Date:** Thursday, January 16, 2025 10:00:56 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Location is in the lobby (I showed Kari yesterday) and I will have my team put some folding tables in the location that we usually put them. Once tech is getting underway today, I will have them do this.

Best,  
Sherée



**Sherée Greco**  
Production Manager and Stage Management Advisor

**The Ohio State University**  
Arts and Sciences  
Department of Theatre, Film and Media Arts  
416 Theatre, Film and Media Arts  
1932 College Road, Columbus, OH 43210  
[REDACTED] Mobile  
[greco.73@osu.edu](mailto:greco.73@osu.edu) / <https://theatre.osu.edu>

Pronouns: she/her/hers  
**PRIDE LIVES HERE**  
A horizontal bar with the colors of the rainbow Pride flag: red, orange, yellow, green, blue, purple, pink, light blue, brown, and black.

---

**From:** Kimberly Rulli <kimberly [REDACTED]>  
**Date:** Thursday, January 16, 2025 at 8:13 AM  
**To:** Singer, Dev <singer.95@osu.edu>  
**Cc:** Kari Ellis <kellis [REDACTED]>, Kim Rulli <kim@tfpineapple.org>, Greco, Sheree <greco.73@osu.edu>, Buttermore, Julia <buttermore.17@osu.edu>  
**Subject:** Re: Cost for lobby reception

|-----|  
This Message Is From an External Sender  
This message came from outside your organization.  
|-----|

Good morning!

We have successfully taken control of this event. Kari is handling it now. She is getting the food through TBD and is getting trays like

veggie trays, and finger foods. Beverages will be tea and water. The event will start at 5:15, and end at 6:00. We will set up around 4:45. We expect 30 people to attend.

Are we still planning to use the Lobby? Or is there somewhere else not in the way we could do this?

Getting information is like pulling teeth- but we will get you all the information you need, please let us know if you need anything else.

Kim and Kari (on the phone, haha)

On Thu, Jan 16, 2025 at 7:58 AM Singer, Dev <singer.95@osu.edu> wrote:

>

> Morning! Can you give me an update on where things stand with the pre-show reception?

>

> What time is set-up?

> From where is the catering coming?

> What food and beverage items are coming?

> What time does the event start?

> How many people are expected?

>

>

> Dev Singer

> Business Operations Manager

> Department of Theatre, Film, and Media Arts

> College of Arts & Sciences

> 472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

> (614) 688-0228 Office

> singer.95@osu.edu

> <https://theatreandfilm.osu.edu/>

>

>

>

> -----Original Message-----

> From: Kimberly Rulli <kimberly[REDACTED]>

> Sent: Tuesday, January 14, 2025 11:27 AM

> To: Kari Ellis <kellis[REDACTED]>

> Cc: Singer, Dev <singer.95@osu.edu>; Kim Rulli <kim@tfpineapple.org>; Greco, Sheree <greco.73@osu.edu>; Buttermore, Julia <buttermore.17@osu.edu>

> Subject: Re: Cost for lobby reception

>

> Kari,

>

> I asked for this information last week and again today. Her RSVP deadline is tomorrow.

>

> To confirm, we need this information:

> We need to know how many people, what time, what caterer, do we need to add housekeeping services for trash removal & surface cleaning?

>

> Also, I gave her a price limit for the catering, both for the staff lunch, as well as VIP event. I'm sure we will talk this at noon.

>

> Kim

>

>

> On Tue, Jan 14, 2025 at 9:22 AM Kari Ellis <kellis[REDACTED]> wrote:

>>

>>

>> Kim, can you provide any answers for this?

>>

>> Kari Ellis

>> Tour Manager/Community Outreach Director, Task Force Pineapple - Last

>> Out

>>

>> Storytelling Coach, The Heroes Journey

>>

>> [REDACTED]

>>

>> karitheheroes [REDACTED]

>>

>> kellis [REDACTED]

>>

>> 13194 US Highway 301 South, Suite #201. Riverview, FL 33578

>>

>>

>> On Tue, Jan 14, 2025 at 8:32 AM Singer, Dev <singer.95@osu.edu> wrote:

>>>

>>> Can you please provide some details on this? From a contract standpoint, this event has NOT been approved.

>>>

>>> Per the agreement about catering:

>>>

>>>

>>>

>>> 7. CATERING AND ALCOHOL

> >>

> >>

> >>

> >> Food and beverages are prohibited within the Theatre proper, backstage areas, foyers, hallways, corridors, and dressing rooms. Food and beverages are allowed in the Green Room and Lobby only.

> >>

> >>

> >>

> >> Producer may use any catering company for food and non-alcoholic beverages, provided that delivery is coordinated with the University. University reserves the right to deny or approve any catering request. All deliveries must be coordinated through the University. University does not have the ability to store any event or catering supplies onsite. University will not assume any responsibility for items left behind by caterer or Producer.

> >>

> >>

> >>

> >> Food and beverage service must be presented in accordance with University guidelines for health compliance.

> >>

> >>

> >>

> >> NOTE: The university has an exclusive beverage contract with the Coca-Cola Company that must be complied with in any facility at The Ohio State University.

> >>

> >>

> >>

> >> All forms of illegal substances and smoking are strictly prohibited.

> >>

> >>

> >>

> >> Alcoholic beverages may not be served in University spaces without prior approval. Any and all alcoholic beverages present and/or consumed anywhere in the building must by state law be provided by the legal liquor license holder of the premises. Groups wishing to serve alcohol at their events should make a formal request when reserving the space, at which time the University will inform the group of the University's alcohol policies. Groups that receive approval to serve alcohol are required to use University Catering, the University's supplier for alcohol service.

> >>

> >>

> >>

> >>

> >>

>>> We need to know how many people, what time, what caterer, do we need to add housekeeping services for trash removal & surface cleaning?

>>>

>>>

>>>

>>>

>>>

>>> Thank you,

>>>

>>>

>>>

>>> Dev Singer

>>> Business Operations Manager

>>>

>>> Department of Theatre, Film, and Media Arts

>>>

>>> College of Arts & Sciences

>>> 472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N |

>>> Columbus, OH 43210

>>>

>>> (614) 688-0228 Office

>>>

>>> singer.95@osu.edu

>>>

>>> <https://theatreandfilm.osu.edu/>

>>>

>>>

>>>

>>>

>>>

>>>

>>>

>>> From: Greco, Sheree <greco.73@osu.edu>

>>> Sent: Tuesday, January 14, 2025 6:59 AM

>>> To: Kari Ellis <kellis[REDACTED]>; Singer, Dev

>>> <singer.95@osu.edu>

>>> Subject: Re: Cost for lobby reception

>>>

>>>

>>>

>>> No cost on our end. She is taking care of food and beverage. We just provided her with some tables.

>>>

>>>

>>>

>>> Sherée Greco MFA AEA

>>>

>>> The Ohio State University

>>>

>>> Department of Theatre, Film and Media Arts

>>>

>>> Production Manager and Stage Management Advisor

>>>

>>> O: 614-292-8455

>>>

>>> C: [REDACTED]

>>>

>>> Greco.73@osu.edu

>>>

>>> \_\_\_\_\_

>>>

>>> From: Kari Ellis <kellis [REDACTED]>

>>> Sent: Monday, January 13, 2025 11:13:32 PM

>>> To: Greco, Sheree <greco.73@osu.edu>; Singer, Dev <singer.95@osu.edu>

>>> Subject: Cost for lobby reception

>>>

>>>

>>>

>>> Can you also give me a quote on the price for her VIP reception with

>>> appetizers? Kari Ellis [REDACTED]

>>> [REDACTED]

>>> [REDACTED]

>>> [REDACTED]

>>> [REDACTED]

>>>

>>> Can you also give me a quote on the price for her VIP reception with appetizers?

>>>

>>>

>>>

>>> Kari Ellis

**From:** [Buttermore, Julia](#)  
**To:** [Singer, Dev](#); [Greco, Sheree](#)  
**Subject:** Re: Last Out -  
**Date:** Tuesday, January 14, 2025 1:17:29 PM  
**Attachments:** [Outlook-The Ohio S.png](#)

---

Sounds good!



**Julia Buttermore, M.A.**

Box Office & Front of House Manager  
**College of the Arts** Department of Theatre, Film, and Media Arts  
100 Theatre + Film Building, 1932 College Road, Columbus, OH 43210  
614-247-8213 Office  
[REDACTED] Mobile  
614-292-2295 Ticketing  
[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu) / [theatreandfilm.osu.edu](http://theatreandfilm.osu.edu)  
Pronouns: she/her / Honorific: Ms.

---

**From:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Sent:** Tuesday, January 14, 2025 12:51 PM  
**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Subject:** Last Out -

To try to help communication issues and reduce us turning into a go-between (between Kri-santhe and the production team), if Kri-santhe asks us for anything from now on, please direct her back to the Last Out production team (Kim, Kari) for the request. I'd like to make a boundary that we will only accept requests about this event from the production team from now on.

We should not be acting on any requests from Kri-santhe because our contract is not with Kri-santhe. I love her enthusiasm, but we need to hold some boundaries with her.

d.

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
**College of Arts & Sciences**  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

**From:** [Westlake, E.J.](#)  
**To:** [Singer, Dev](#)  
**Subject:** Re: Last Out update  
**Date:** Wednesday, January 15, 2025 2:01:57 PM  
**Attachments:** [Outlook-m5mizudq.png](#)

---

Thank you, Dev. She hasn't tried me yet, thankfully.

**E.J. Westlake**

(she/her or they/them)

Professor and Chair

**Department of Theatre, Film, and Media Arts**

Theatre and Film Building

1932 College Road

Columbus, OH 43210



THE OHIO STATE UNIVERSITY



[Book time to meet with me](#)

---

**From:** Singer, Dev <singer.95@osu.edu>  
**Sent:** Wednesday, January 15, 2025 11:00 AM  
**To:** Westlake, E.J. <westlake.35@osu.edu>  
**Subject:** RE: Last Out update

Hi, there. Was hoping to chat with you briefly about Last Out, but didn't hear back from you. No action to take on your end, just wanting to make you aware of something.

We've been experiencing a bit of stress with show's sponsor, Krisanthe, who is the friend of president Carter, and the reason the show came to OSU. The production company, Task Force Pineapple, are the ones who tour the country with this show. They are separate from Krisanthe. TFMA's facility use agreement is with Task Force Pineapple, not Krisanthe.

We've discovered over the past few weeks that there is a not-so-great relationship between Krisanthe and Task Force Pineapple, and TFMA staff have been kind of put in the middle. Krisanthe is inserting herself into the rental process and asking things of staff that are not appropriate. Things that she has asked for affect the facility use agreement, which she does not have the authority to alter, including things that incur a direct expense to the department.

We've gotten to a point here in the last few days where I'm trying to create a unified boundary

with Krisanthe's requests. I've told staff, if Krisanthe asks for something, please direct her to the production company, Task Force Pineapple. We will only accept requests for things that come from the production company, because that is who we are contracted with.

Wanted to give you a heads up about this in case the boundary we're holding results in Krisanthe coming directly to you with requests for things. It's important to re-direct her to make requests through the production company and not through OSU employees. This protects both OSU and the production company.

Let me know if a zoom chat would be helpful for more info. Thanks!

dev

-----Original Appointment-----

**From:** Singer, Dev

**Sent:** Tuesday, January 14, 2025 12:58 PM

**To:** Singer, Dev; Westlake, E.J.

**Subject:** Last Out update

**When:** Wednesday, January 15, 2025 10:30 AM-10:45 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** <https://osu.zoom.us/j/6060939232?pwd=Wm1RQUpGYWllQjRmVm5USVFHR1grQT09>

Just want to do a quick update with you on how things are going with the Last Out production.

**From:** [Krisanthe Vlahos](#)  
**To:** [Singer, Dev](#)  
**Cc:** [Buttermore, Julia](#); [Greco, Sheree](#)  
**Subject:** Re: Question - Re: Ticketing for Last Out  
**Date:** Monday, January 13, 2025 10:36:54 AM  
**Attachments:** [image001.png](#)

---

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)

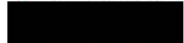
Ok

Kindest regards,  
Krisanthe

<https://www.linkedin.com/in/krisanthe>

Creator | Host | Producer | CEO

The Callout Podcast



[www.TheCalloutPodcast.com](http://www.TheCalloutPodcast.com)

<https://youtube.com/@thecalloutpodcast3716>

On Mon, Jan 13, 2025 at 10:31 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Please contact Kari Ellis for any contract questions.

Best,

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

**College of Arts & Sciences**

472 Theatre, Film, and Media Arts Bldg | [1932 College Rd N | Columbus, OH 43210](#)

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Krisanthe Vlahos <[kv@thecalloutpodcast.com](mailto:kv@thecalloutpodcast.com)>

**Sent:** Monday, January 13, 2025 10:25 AM

**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Cc:** Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>; Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Subject:** Question - Re: Ticketing for Last Out

Dev -

I understand what you are saying. While technically at the moment the paperwork is between OSU & Last Out, I'm the reason this came together for the venue & funding. I was on preliminary calls too.

Is it at all possible....if you have the contract handy...

would you mind forwarding so I can check a couple things before bothering trying to go any further?

Kindest regards,  
Krisanthe

<https://www.linkedin.com/in/krisanthe>

Creator | Host | Producer | CEO

The Callout Podcast



[www.TheCalloutPodcast.com](http://www.TheCalloutPodcast.com)

<https://youtube.com/@thecalloutpodcast3716>

On Mon, Jan 13, 2025 at 10:14 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Hi, Krisanthe. Please work with Kari Ellis and the producers to make this request through them. We can only accept this type of request if it is directly from the production company that Ohio

State is contracting with. The use of Ohio State Theatre ticketing services requires additional fees to be included in the contract we have with the production company. Ticketing is not currently part of the Last Out contract.

We will not take action to create a Ticketmaster link for the show until we receive the request directly from Kari and her team and have an updated contract in place to cover the ticketing fees.

Best,

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

College of Arts & Sciences

472 Theatre, Film, and Media Arts Bldg | [1932 College Rd N | Columbus, OH 43210](#)

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Krisanthe Vlahos <[kv@thecalloutpodcast.com](mailto:kv@thecalloutpodcast.com)>

**Sent:** Monday, January 13, 2025 9:58 AM

**To:** Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>

**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Subject:** Re: Ticketing for Last Out

Good morning Julia & Dev,

Have started building the link?

Kindest regards,  
Krisanthe

<https://www.linkedin.com/in/krisanthe>

Creator | Host | Producer | CEO

The Callout Podcast



[www.TheCalloutPodcast.com](http://www.TheCalloutPodcast.com)

<https://youtube.com/@thecalloutpodcast3716>

On Fri, Jan 10, 2025 at 12:35 PM Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)> wrote:

Hi Dev!

I just spoke with Krisanthe regarding ticketing for Last Out. They would like the box office to sell (online only until night of) tickets in addition to their own platform. I do have time to build the show, and it could be approved as soon as Monday evening/Tuesday morning.

1. Can tickets be sold on a 2<sup>nd</sup> platform in addition to TM, or is their a non-compete clause in our contract?
2. Can you inform the team as to the prices for using TM, including 1-2 student ticket sellers on the night of the show?

Once they have been given this information and if everything is copasetic, I can start the build this afternoon.

I believe the contract may need to be adjusted if so.

Thank you,



**Julia Buttermore, M.A.**

Box Office & Front of House Manager

College of the Arts Department of Theatre, Film, and Media Arts

100 Theatre + Film Building, [1932 College Road, Columbus, OH 43210](#)

614-247-8213 Office

 Mobile

614-292-2295 Ticketing

[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu) / [theatreandfilm.osu.edu](http://theatreandfilm.osu.edu)

Pronouns: she/her / Honorific: Ms.

**From:** [Buttermore, Julia](#)  
**To:** [Singer, Dev](#)  
**Cc:** [Greco, Sheree](#)  
**Subject:** Re: Ticketing for Last Out  
**Date:** Tuesday, January 14, 2025 9:31:58 AM  
**Attachments:** [image001.png](#)  
[Outlook-The Ohio S.png](#)

---

TM doesn't offer online-only comps—you would still have to pay the fees which most aren't willing to do.

They would be better off offering their own comps through their platform, or just having a list of names at the door.



**Julia Buttermore, M.A.**

Box Office & Front of House Manager  
**College of the Arts** Department of Theatre, Film, and Media Arts  
100 Theatre + Film Building, 1932 College Road, Columbus, OH 43210  
614-247-8213 Office  
[REDACTED] Mobile  
614-292-2295 Ticketing  
[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu) / [theatreandfilm.osu.edu](http://theatreandfilm.osu.edu)  
Pronouns: she/her / Honorific: Ms.

---

**From:** Singer, Dev <singer.95@osu.edu>  
**Sent:** Tuesday, January 14, 2025 8:49 AM  
**To:** Buttermore, Julia <buttermore.17@osu.edu>  
**Cc:** Greco, Sheree <greco.73@osu.edu>  
**Subject:** RE: Ticketing for Last Out

Julia, we've gotten verbal agreement for the addition of ticket services to the contract. Thumbs up to build the show, but please do not provide anyone with the Ticketmaster link until we receive the signed revised contract.

Do you have students on standby to work Friday?

Currently trying to set up a zoom call later today or tomorrow to discuss their comp ticket plan. It sounds like they want to paper the house, but we will need you to tell us what information you need in order to do that.

Here's the ticket price breakdown: <https://www.zeffy.com/en-US/ticketing/6669931a-237c-4a75-85fe-cbc2ba521f10>

Let me know if there is anything we need to talk through internally before we get on a zoom with them.

Thank you!

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Sent:** Friday, January 10, 2025 1:33 PM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** Re: Ticketing for Last Out

Got it. Also, they said so far they've sold 3 tickets.

Sent from my T-Mobile 5G Device

Get [Outlook for Android](#)

---

**From:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Sent:** Friday, January 10, 2025 12:43:44 PM  
**To:** Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Cc:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** RE: Ticketing for Last Out

Unfortunately, Krisanthe cannot make that call for the production, since this would change the contract and Krisanthe is not involved with the contract. We can only make changes like that through Kari Ellis or one of the producers. Please do not take any action on this. I'll reach out to Kari and the producers to see what they want to do.

Stay tuned for more info.

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
College of Arts & Sciences  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Buttermore, Julia <[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu)>  
**Sent:** Friday, January 10, 2025 12:35 PM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** [kv@thecalloutpodcast.com](mailto:kv@thecalloutpodcast.com)  
**Subject:** Ticketing for Last Out

Hi Dev!

I just spoke with Krisanthe regarding ticketing for Last Out. They would like the box office to sell (online only until night of) tickets in addition to their own platform. I do have time to build the show, and it could be approved as soon as Monday evening/Tuesday morning.

1. Can tickets be sold on a 2<sup>nd</sup> platform in addition to TM, or is there a non-compete clause in our contract?
2. Can you inform the team as to the prices for using TM, including 1-2 student ticket sellers on the night of the show?

Once they have been given this information and if everything is copasetic, I can start the build this afternoon.

I believe the contract may need to be adjusted if so.

Thank you,



**Julia Buttermore, M.A.**

Box Office & Front of House Manager

College of the Arts Department of Theatre, Film, and Media Arts

100 Theatre + Film Building, 1932 College Road, Columbus, OH 43210

614-247-8213 Office

Mobile

614-292-2295 Ticketing


[buttermore.17@osu.edu](mailto:buttermore.17@osu.edu) / [theatreandfilm.osu.edu](https://theatreandfilm.osu.edu)

Pronouns: she/her / Honorific: Ms.

**From:** [Kari Ellis](#)  
**To:** [Singer, Dev](#)  
**Cc:** [Greco, Sheree](#); [Buttermore, Julia](#)  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH  
**Date:** Monday, January 13, 2025 4:07:50 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[TFMA Facility Use Agreement-LAST OUT\\_rev 1-13-25.pdf](#)

---

**This Message Is From an External Sender**

[Report Suspicious](#) 

This message came from outside your organization.

Hello, Ladies!

We still have not heard from Krisanthe or Anna. In the meantime, here is the original signed contract for 1-7-25.

On Mon, Jan 13, 2025 at 11:34 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Have you connected with Krisanthe about the ticketing fees, etc., to find out if she will pay for them? We will only move forward with adding ticketing services once you confirm and we have an updated agreement. We can turn around a new agreement and start the ticketing process today, just need final confirmation from your end.

I'm attaching an updated agreement to help expedite as possible.

Thank you,

**Dev Singer**

Business Operations Manager  
Department of Theatre, Film, and Media Arts  
**College of Arts & Sciences**  
472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210  
(614) 688-0228 Office  
[singer.95@osu.edu](mailto:singer.95@osu.edu)  
<https://theatreandfilm.osu.edu/>

---

**From:** Kari Ellis <[kellis](mailto:kellis)>  
**Sent:** Monday, January 13, 2025 11:05 AM  
**To:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>  
**Cc:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hi dev! Sorry to hear about your voice. I sent that contract out to you last week let me

see if it's in spam world. I can send it back out this afternoon I had to leave the house for a doctor appointment. If she wants to pay the fees and do all that is required, I am fine with that we just need to expedite a ASAP.

Kari Ellis

On Mon, Jan 13, 2025, 9:29 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

Hi, Kari. I have lost my voice due to a sinus infection, so I can't get on a call. We did not take any action on Krisanthe's request, knowing it was not coming from your team. We just needed to know if your team is yes or no on Krisanthe's request. If it's a no, that's totally fine. We'll tell her no, or you can. Or we both can.

Will you be able to return the signed agreement document before Thursday?

Thanks!

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

**College of Arts & Sciences**

472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Kari Ellis <[kellis](mailto:kellis)>

**Sent:** Monday, January 13, 2025 8:34 AM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>

**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Good morning, Ladies!

Can one of you give me a call regarding this email? This ask is NOT coming from our team.

THE OHIO STATE UNIVERSITY  
DEPARTMENT OF THEATRE, FILM, AND MEDIA ARTS  
FACILITY USE & RENTAL AGREEMENT

This Agreement (“Agreement”) is made on January 7, 2025, by and between Task Force Pineapple, Last Out (hereinafter referred to as “Producer”) and The Ohio State University (hereinafter referred to as “University”) at times doing business as the Department of Theatre, Film, and Media Arts (“TFMA”).

Producer agrees to furnish, and the University agrees to present a live event titled “LAST OUT: ELEGY OF A GREEN BERET” at The Ohio State University Department of Theatre, Film, and Media Arts Proscenium Theatre (the “Theatre”) in Columbus, Ohio on Friday, January 17, 2025, at 7:00pm (the “Event”). Doors to open at least thirty minutes prior to the Event.

1. USE OF SPACE

Producer may use and occupy the PROSCENIUM THEATRE, located in the Theatre, Film, and Media Arts Building, on the University's main campus, including the stage, stated dressing rooms, audience seating areas, foyers, lobby, and corridors necessary to accommodate patrons and cast (together, the “Theatre”), for the sole and limited purpose of rehearsing, setting up for and presenting the Event at the following date(s) and time(s):

Thursday, January 16, 2025, 11:00am-8:00pm  
Friday, January 17, 2025, 9:30am-10:00pm

Except for reasonable periods immediately before and during the presentation of the Event, Producer's right to use and occupy the Theatre will be nonexclusive, but the University shall make reasonable efforts not to interfere unduly with Producer's activities.

2. FEES

Producer shall pay to the Department of Theatre, Film, and Media Arts rental, service and operations fees specified by the University per the Estimate listed below, plus all other charges provided for in this agreement or agreed to by the parties.

Deposit	\$ 0
Rental Fee	\$ 0
Ticket Service Fee (5% gross sales/200 tickets)	\$ 400
Ticket Credit Card Fee (4% per ticket/200 tickets)	\$ 8
Labor Fee	\$ 128

Equipment Rental Fee \$ 0  
GRAND TOTAL \$ 536

### 3. PAYMENTS

Producer shall pay fees to the Department of Theatre, Film, and Media Arts in the form of cashier's check, certified check, bank check, settlement deduction, and/or Ohio State Purchase Order. Checks shall be made to the order of The Ohio State University. Producer's payment of a deposit is a condition precedent to Producer's right to use and occupy the Theatre and to the performance of the University's obligations under this agreement. Producer shall pay the remainder of the charges for which it is responsible in accordance with section seventeen.

**Check payment mailing address:**

Department of Theatre, Film, and Media Arts  
Attn: Business Operations Manager  
472 Theatre, Film, and Media Arts Building  
1932 College Rd N  
Columbus OH 43210

**Internal Supplier for Workday Purchase Orders:**

Internal Service Provider ID: SPL-0000323 Theatre Rentals

### 4. LICENSES AND ROYALTIES

Producer shall obtain all necessary licenses and pay all royalties, fees, fines, and/or penalties required to be paid by law or by any contractual arrangements with respect to the presentation of the Event. Producer warrants and represents that all copyrighted materials to be presented at the Theatre during the Event have been or will be duly licensed and authorized by the copyright owners. Producer must provide proof of such license and authorizations at the latest 24 hours prior to the event. If Producer does not provide such proof, the University may, at its option, either (1) charge Producer the amount that the University calculates may be required to pay all royalties, fees, fines, and/or penalties required to be paid or (2) terminate this agreement upon notice to Producer and retain the deposit.

### 5. STAGE AND SETUP REQUIREMENTS

Producer must submit all stage requirements and any requests for other special arrangements (aka "Technical Rider") to the Department of Theatre, Film, and Media Arts at

least two weeks before the date of the first working day of the Event. Failure to meet this requirement may result in the non-availability of equipment and/or personnel for the Event.

Additional fees apply for the use of confetti and/or glitter during the Event.

## 6. PREPARATION AND OPERATION OF THE THEATRE

Unless otherwise agreed or required by the University, Producer shall be responsible for all necessary preparations of the Theatre for the presentation of the Event and the University shall be responsible for the operation of the Theatre during the presentation of the Event. Unless otherwise agreed upon, Producer shall pay the University for all costs and expenses for supplies, equipment, services, and personnel required in the University's judgment, or requested by Producer, to prepare and operate the Theatre for the Event, including without limitation, house managers, ticket takers, ticket sellers, ushers, police, fire, and safety personnel, stagehands, custodians, loaders, unloaders, wardrobe and sound and lighting technicians.

For events requiring content playback from a computer, the Producer agrees to provide the computer equipment, power cable, adapters, slide advance clicker, software applications, digital content files, and an operator for the equipment and content.

No signage or decorations are permitted without the prior approval of the University. Tape, tacks or nails are not allowed on any floors, walls, woodwork, tables, monitors or screens.

University policy prohibits the use of open flames, candles, fog, haze, smoking or the appearance of smoking, on or within University properties.

In no event shall University interfere with the performance of the Event, if such performance can reasonably take place without causing the University irreparable harm.

## 7. CATERING AND ALCOHOL

Food and beverages are prohibited within the Theatre proper, backstage areas, foyers, hallways, corridors, and dressing rooms. Food and beverages are allowed in the Green Room and Lobby only.

Producer may use any catering company for food and non-alcoholic beverages, provided that delivery is coordinated with the University. University reserves the right to deny or approve any catering request. All deliveries must be coordinated through the University. University does not have the ability to store any event or catering supplies onsite. University will not assume any responsibility for items left behind by caterer or Producer.

Food and beverage service must be presented in accordance with University guidelines for health compliance.

*NOTE: The university has an exclusive beverage contract with the Coca-Cola Company that must be complied with in any facility at The Ohio State University.*

All forms of illegal substances and smoking are strictly prohibited.

Alcoholic beverages may not be served in University spaces without prior approval. Any and all alcoholic beverages present and/or consumed anywhere in the building must by state law be provided by the legal liquor license holder of the premises. Groups wishing to serve alcohol at their events should make a formal request when reserving the space, at which time the University will inform the group of the University's alcohol policies. Groups that receive approval to serve alcohol are required to use University Catering, the University's supplier for alcohol service.

## 8. UTILITIES AND CUSTODIAL SERVICES

The University shall use its best efforts to furnish, at its expense, reasonable temperature control, water, lights, and electric power for ordinary use only. The University shall also furnish, at its expense, all reasonable custodial and housekeeping service deemed necessary by the University for the ordinary and reasonable use of the Theatre.

## 9. EQUIPMENT

The University shall use its best efforts to maintain in ordinary working condition the stage, stage equipment, public address system, dimmer system, orchestra lift mechanism, passenger elevator, plumbing, drainage, and booth equipment.

## 10. SECURITY

The University may require Producer, at its expense, to provide security personnel and police and fire protection during Producer's use of the Theatre. The determination of the amount and the extent of the required protection shall be made exclusively by the University, and its decision shall be final. The provision of such security personnel, police and fire protection will not relieve Producer of any liabilities imposed under any other provision of this agreement.

To the extent that Producer hires, provides, or assigns their own security to control access to backstage, onstage, or dressing room areas (the "Event's Private Areas"), the University shall not be responsible for the actions or activities which occur within the Event's Private Areas.

## 11. RESTORATION OF THE THEATRE

Promptly after the final presentation of the Event, Producer shall clear and leave the Theatre in a condition equal to or better than the condition it was in when Producer first entered it. If Producer does not restore the Theatre, Producer shall pay the University for any costs and expenses it incurs to so restore the Theatre.

## 12. DAMAGES

Producer shall pay the University for any damages, maintenance, repairs or replacement, other than normal wear and tear, resulting from or made necessary by the occupancy of Producer or its representatives, agents, cast members, workers, employees, independent contractors, attendees, or invitees.

Notwithstanding anything contained herein to the contrary, any claim by the University that the Event has caused damage to the Theatre shall be subject to the University and Producer conducting customary pre-event and post-event inspections of the Theatre and other pertinent areas utilized in connection with the event. During such inspections, the parties will assess and identify, as applicable, pre-existing conditions and any damages that may have occurred during Producer's use of the Theatre. Following the final inspection, the parties will consult and agree in good faith as to what, if any, damages will be the responsibility of, and paid for, by Producer. In no event shall Producer be responsible for (a) any pre-existing conditions; (b) damages caused by the University or its employees, agents or contractors not acting under the direction, instruction, authority, or control of Producer, its agents, or employees; or (c) any damages not identified in the final inspection or reasonably promptly thereafter. In no event shall Producer be deemed timely notified of any damage first brought to Producer's attention by the University after commencement of next event held at the Theatre following the Event.

## 13. INSURANCE

Producer shall obtain and maintain, for the period of the activity covered under this agreement, an occurrence policy of general liability insurance issued by an insurance company qualified to do business in Ohio and insuring against claims for personal injuries, death, and damage to property that are in any way related to the presentation of the Event, activities associated with the presentation of the Event, or Producer's use and occupancy of the Theatre under this agreement. The policy of insurance must provide coverage of at least \$300,000 for injury to or death of any one person, \$1,000,000 for injury or death of any number of persons arising out of any one occurrence, and \$1,000,000 for property damage arising out of any one occurrence. Producer shall provide the University a certificate of such insurance naming both The Ohio State University, its Board of Trustees, employees and agents as additional insureds. If the University does not receive a certificate of such insurance in advance of Producer's scheduled use of the Theatre, the University may terminate this agreement upon notice to Producer and retain the deposit. Failure to obtain a certificate of insurance will not constitute a waiver by the University of such insurance.

The University maintains workers' compensation insurance as and with limits required by the State of Ohio.

#### 14. TICKETS

At Producer's request and expense and upon reasonable notice, the University shall make arrangements for the distribution of tickets for the Event. Producer shall pay the University at its standard rate for making any such arrangements. Only the University's authorized personnel may distribute tickets through TFMA's ticket office. Any event in the Theatre wishing to use online ticketing must use TFMA's Ticketmaster services, unless otherwise agreed upon.

For this engagement, the University will make a mutually agreed upon number of seats available. The gross net potential with this setup and scale will be mutually agreed upon, recognizing that scale and gross may vary depending upon staging and do not take into account complimentary promotional tickets. Subject to Producer approval, University will receive twenty (20) complimentary tickets at no cost. The University will hold a mutually agreed upon number of tickets for possible purchase by the Producer.

#### 15. ADVERTISING

Producer is responsible, at its expense, for any advertising and promotion of the Event. Producer must submit all proposed advertising or promotion to the University and obtain the University's written approval before publication. All advertising and promotion must identify the place of performance, without variation, as "Theatre, Film, and Media Arts Proscenium Theatre" or "Theatre, Film, and Media Arts Black Box Theatre," as appropriate. The University does not promote, endorse, or sponsor the Event, and Producer shall not make any representations to the contrary.

#### 13. MERCHANDISE

Producer may sell programs, books, videos, compact discs, and other merchandise only in the first-floor lobby of the Theatre and only with advance permission of the University. If, at Producer's request, the University furnishes personnel to conduct such sales, Producer shall pay University 30% of gross sales. Producer is responsible for the procurement of any licenses required for, and the payment of any taxes associated with, any such sale. No other sales will be permitted.

#### 14. LIVE STREAMING AND BROADCASTING

Neither the Event participants nor the Producer nor the University will make or transmit any regular television, cable television or live streaming programming without written consent

by all parties. Expenses for use of broadcast cable or live streaming will be paid by Producer to the University, if applicable.

The foregoing shall not imply that the University has the right to conduct any audio and/or video recordings of the performance(s), which are expressly prohibited without the express, prior written consent of Producer.

The University acknowledges that the performing artists are not required to provide an audio and/or video feed to the University for any purpose, including, without limitation, to suites, clubs or any other areas, other than as may be required for compliance with applicable laws (e.g. an audio feed for assistive listening devices). The University shall not copy or record, nor permit others to copy or record, all or any part of such feeds if any are provided. The University is expressly prohibited from simulcasting the event (or any portion thereof) from any approved feed to any location outside of the Theatre admission areas.

#### 15. ENDORSEMENTS AND SPONSORSHIPS

Neither the University, Producer, nor any participant in the Event, will make any public endorsements during this engagement.

University understands and acknowledges that the Producer may have arrangements with sponsors. University shall use reasonable efforts to facilitate and allow implementation and activation of activities associated with such sponsorships, if any, which may include, without limitation, temporary signs, banners, on-site product displays, interactive displays, and small product samples, on egress only. Producer acknowledges and agrees that the University does not endorse its sponsors. Producer shall make no public statements, inferences, or representations to the contrary.

Producer shall not use the marks or logos of the University without prior written consent.

#### 16. PARKING

Parking is governed by CampusParc and is the sole responsibility of the Producer.

#### 17. FINAL SETTLEMENT

Within 30 days after the final presentation of the Event, the University and Producer shall make a final settlement of all costs and expenses chargeable to Producer. If the deposit plus any amount obtained by the University from ticket sales is less than the total amount of all costs and expenses chargeable to Producer, Producer shall pay the University an amount equal to the difference. If the deposit plus any amount obtained by the University from ticket sales exceeds the total amount of all costs and expenses chargeable to Producer, the University shall pay Producer an amount equal to the difference.

All payments will be by University check payable to Producer or wire transfer.

## 18. RULES AND REGULATIONS

During its use of the Theatre, Producer shall comply with all rules and regulations of the Theatre, all rules and regulations of the University, all instructions of University employees, and all applicable governmental laws and regulations.

## 19. CONDUCT, SAFETY, AND WELFARE

Producer shall be responsible for the personal conduct, safety, and welfare of its representatives, agents, cast members, employees, independent contractors, invitees, and attendees while at the Theatre. The University may, in its sole discretion, take whatever action it deems advisable with respect to such conduct, but it is expressly agreed that the University is not the promoter, director, or manager of the Event. The Producer and its employees, contractors, performers, and attendees shall abide by all safety instructions given to them by the University's representatives during the Event.

## 20. INDEMNIFICATION

Producer shall indemnify The Ohio State University and its Board of Trustees, officers, employees and agents (collectively, the "University Parties") against all claims, demands, damages, costs, reasonable, outside attorney fees, penalties and liabilities of any kind (collectively, "Claims") arising out of or related to the activities associated with the duties and obligations of the Producer under this Agreement. This indemnification shall not be limited to the general liability insurance that the Producer is required to obtain under this Agreement. The foregoing indemnity, defense and hold harmless shall not extend to any Claims arising out of any (a) negligence or willful misconduct of the University Parties or their respective contractors or (b) structural or premises-related defects of the Facility. Producer acknowledges that if Producer has inspected the Theatre (which shall only be a cursory, pre-Event inspection in accordance with industry practice), then, unless provided in writing or verbally to the University, Producer is satisfied with and has accepted the Theatre in its present condition.

## 21. PROPERTY

The University assumes no responsibility whatever for any property brought into the Theatre by Producer, and Producer releases the University from all liabilities for any loss, injury, or damage to such property that Producer may sustain.

## 22. FAILURE TO PRESENT THE EVENT

If Producer fails to present the Event as scheduled, or to timely request a change of date for the Event, for reasons other than a Force Majeure Occurrence as defined in section twenty four or a breach of this Agreement by the University , the University will retain the deposit and Producer shall, in addition, pay to the University the remainder of the rental charge and reimburse the University for any out-of-pocket expenses incurred by the University in preparation for the Event.

### 23. TAXES

Producer warrants that to the best of its knowledge the party it has contracted with and to whom it will make payment is a US company or resident and is not a non-resident alien, or if it is not, then the Producer will make any tax withholdings as required by applicable law.

### 24. FORCE MAJEURE

The failure of either party hereto to comply with the terms and conditions hereof because of a Force Majeure Occurrence shall not be deemed a breach of this Agreement. "Force Majeure Occurrence" includes, without limitation, acts of God, dangerous weather conditions, war, terrorism, government or quasi-governmental order or regulation, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities or supply chain failures, epidemic, pandemic, disease, quarantine, governmental preemption in connection with a national, state or local emergency, death, disability or injury of the Producer / Event performers, and/or their immediate family or similar cause beyond the control of the parties, to the extent that such circumstances makes it illegal or impossible to hold the performance or provide or use the Theatre.

Subject to the foregoing, both parties agree that they will make every reasonable effort to work with each other to reschedule the event within sixty 60 days of the Force Majeure Occurrence, and that all such deposits and payments will be applied to the future date. Acceptance of such a date shall not be unreasonably withheld by either party. If the Parties are unable to reschedule the Event on a mutually acceptable date within 180 days of the Force Majeure Occurrence, neither Party shall have liability hereunder for failure to fulfill its obligations for reasons beyond its control and any amounts paid by Producer shall be returned.

### 25. ENTIRE AGREEMENT

This Agreement including attached exhibits, if any, constitutes the entire agreement between Producer and the University and supersedes all prior agreements, if any, between Producer and the University in connection with the subject matter of this Agreement. Any subsequent addendums, modifications, or alterations to this agreement must be signed by both parties and shall be attached to this Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same instrument. A signed copy of this Agreement delivered by facsimile, email or other means of electronic transmission shall have the same legal effect as delivery of an original signed copy of this Agreement.

## 26. GOVERNING LAW

This Agreement shall be governed by and in accordance with the laws of the State of Ohio. Any legal action pursuant to this agreement shall be brought in a court of competent jurisdiction in the State of Ohio. Producer understands that The Ohio State University is an instrumentality of the State of Ohio and as such is subject to certain laws, restrictions, codes and operating procedures.

## 27. COMPLIANCE WITH APPLICABLE LAW

Parties agree to comply with all applicable federal, state and local laws in the course of its performance under this Agreement.

[Signature Page Follows]

The Ohio State University

Producer

---

DEV SINGER  
BUSINESS OPERATIONS MANAGER  
THE OHIO STATE UNIVERSITY  
DEPT OF THEATRE, FILM, AND MEDIA ARTS  
614-688-0228  
SINGER.95@OSU.EDU

---

KARI ELLIS  
TOUR MANAGER/COMMUNITY OUTREACH DIRECTOR  
TASK FORCE PINEAPPLE, LAST OUT  
[REDACTED]  
KELLIS [REDACTED]

**From:** [Kimberly Rulli](#)  
**To:** [Singer, Dev](#)  
**Cc:** [Kari Ellis](#); [Buttermore, Julia](#); [Greco, Sheree](#); [Jason Cannon](#); [Emma Brannon](#)  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH  
**Date:** Tuesday, January 14, 2025 9:13:56 AM

---

**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)

Dev,

Noon works for me. I hope you can share with us the practicality of making a change on a Tuesday, with the show being Friday.

I appreciate your organization's understanding, patience and grace. Please understand that these requests are NOT in any way standard for our organization. We pride ourselves in consistency, planning and locking in the details weeks prior to execution and we do not request changes leading up to an event. This is simply not how TF Pineapple and LAST OUT does business. I want to be clear on that because the extra effort being requested of your staff is not a reflection on our organization.

Thank you, regardless, and I am available all day, whenever you are free.

Kim

On Tue, Jan 14, 2025 at 8:40 AM Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)> wrote:

We need to have a conversation with all of us and Julia (ticket manager) about how to handle this request. I am available today at 12-1pm ET or 2-3pm ET. Zoom meeting is preferred.

Julia, what is your availability for a meeting to talk through the show needs?

The updated agreement including ticketing service fees must be signed and returned before any Ticketmaster link is provided.

**Dev Singer**

Business Operations Manager

Department of Theatre, Film, and Media Arts

College of Arts & Sciences

472 Theatre, Film, and Media Arts Bldg | 1932 College Rd N | Columbus, OH 43210

(614) 688-0228 Office

[singer.95@osu.edu](mailto:singer.95@osu.edu)

<https://theatreandfilm.osu.edu/>

---

**From:** Kimberly Rulli <[kimberly\[REDACTED\]](mailto:kimberly[REDACTED])>  
**Sent:** Tuesday, January 14, 2025 8:32 AM  
**To:** Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])>  
**Cc:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>; Jason Cannon <[citizen\[REDACTED\]](mailto:citizen[REDACTED])>; Emma Brannon <[emmatheheroes\[REDACTED\]](mailto:emmatheheroes[REDACTED])>  
**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Pause on the 200 free for veterans and students..... I think students yes, but we need to talk about the veteran thing. We would need to refund tickets already purchased, and now this is where they're making a decision FOR us that affects OUR revenue, not theirs. We need to discuss.

On Mon, Jan 13, 2025 at 11:10 PM Kari Ellis <[kellis\[REDACTED\]](mailto:kellis[REDACTED])> wrote:

Thank you, Sheree!

Dev, can you please expedite the Ticketmaster link? Just send me the bill and I will make sure it's covered. Yes, we will need somebody handling those tickets at the door.

Also, they want 200 tickets free for students and veterans that I need set aside. I will need 30 comp tickets for our team and special guests as well. I can get on a call with you all in the morning to go over any questions.

Kari Ellis

[REDACTED]

On Mon, Jan 13, 2025, 10:35 PM Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)> wrote:

Hi All!

Krisanthe is doing the "VIP event" in a small section of our lobby. We have some folding tables set up for her. The understanding I got from her was that it's pretty casual. Non-alcohol beverages and some finger foods. She knows it's not a strictly cordoned off area.

I can make myself available between 9:30am and noon to go over all the production details. I might have availability in the afternoon but I'm waiting to see if a meeting gets canceled or not.

Thanks!

Sherée

Sherée Greco MFA AEA

The Ohio State University

Department of Theatre, Film and Media Arts

Production Manager and Stage Management Advisor

O: 614-292-8455

C: [REDACTED]

[Greco.73@osu.edu](mailto:Greco.73@osu.edu)

---

**From:** Kari Ellis <[kellis@osu.edu](mailto:kellis@osu.edu)>

**Sent:** Monday, January 13, 2025 8:16 PM

**To:** Greco, Sheree <[greco.73@osu.edu](mailto:greco.73@osu.edu)>; Jason Cannon <[citizen@osu.edu](mailto:citizen@osu.edu)>;  
Emma Brannon <[emmatheheroes@osu.edu](mailto:emmatheheroes@osu.edu)>; Kim Rulli  
<[kimberly@osu.edu](mailto:kimberly@osu.edu)>

**Cc:** Singer, Dev <[singer.95@osu.edu](mailto:singer.95@osu.edu)>

**Subject:** Re: "Last Out, Elegy of a Green Beret," - venue request for 1/17/25 - Ticketing and FOH

Hello Sheree & Dev!

Can we schedule a call tomorrow before 5 p.m. to discuss any loose ends before I fly out on Wednesday morning? Emma, our Graphic Artist, Kim, our Executive Director, and Jason, our Creative Director, are also on this email. Also, did Krisanthe get your approval to do a VIP event at the theater prior to the show? If so, where is that event happening? I/we do not have any content on what that looks like.

So excited to see you all!



**Kari Ellis**

**Tour Manager/Community Outreach Director, Task Force Pineapple - Last Out**

- Storytelling Coach, The Heroes Journey
- [REDACTED]
- [karitheheroes](#) [REDACTED]
- [kellis](#) [REDACTED]
- [13194 US Highway 301 South, Suite #201, Riverview, FL 33578](#)

