



# Syndicate Subscription Legal Plans

## **ENTERTAINMENT & SPORTS** **CORPORATE CLIENT INTAKE QUESTIONNAIRE:**

**EVENTS RUN ON LEAD TIMES. Permits, alcohol licensing, insurance certificates, union agreements, and performer visas can take weeks or months, and cancellation and force majeure terms must be settled before deposits are paid. Give us your event dates first. Individual artists and athletes should use our Entertainment Law (Artist) Intake Form instead.**

*CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for entertainment and sports businesses — promoters and producers, festivals and tours, venues, leagues and teams, broadcast and streaming productions, race and tournament organizers, and event services companies. Complete the sections that apply. If a question does not apply, write "N/A."*

### **NAME OF THE CLIENT:**

☐ Legal Entity Name: \_\_\_\_\_

DBA / event or brand names: \_\_\_\_\_ Year founded: \_\_\_\_\_

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Nonprofit

☐ Public company

☐ Subsidiary of a parent

State of formation: \_\_\_\_\_ EIN (last 4): \_\_\_\_\_

States / countries of operation: \_\_\_\_\_ **Syndicate Plan Member ID:** \_\_\_\_\_

Contact person & title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Annual revenue: \$ \_\_\_\_\_ Employees: \_\_\_\_\_

### **PART 1 — YOUR BUSINESS**

#### **1.1 Type of business:**

☐ Concert or festival promoter

☐ Tour producer

☐ Venue or arena operator

☐ Comedy shows & festivals

☐ Sporting events & tournaments

☐ League or governing body

☐ Team or club

☐ University or collegiate events

☐ Broadcast or streaming production

☐ Stage or theatrical production

☐ Film or arts festival

☐ Gaming or esports tournaments

☐ Marathons & endurance events

☐ Rodeo & horse racing

☐ Auto racing

☐ Martial arts & combat sports

**1.2 Describe your events, productions, or operations:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Syndicate Subscription Legal Plans

1.3 Annual events & typical attendance: \_\_\_\_\_

## **PART 2 — SERVICES NEEDED**

---

### **Entity, Governance & Filings:**

- |                                                                             |                                                            |
|-----------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Formation or incorporation                         | <input type="checkbox"/> Entity conversion / restructuring |
| <input type="checkbox"/> Operating agreement / bylaws                       | <input type="checkbox"/> Corporate resolutions             |
| <input type="checkbox"/> Annual reports & business filings                  | <input type="checkbox"/> Foreign qualification             |
| <input type="checkbox"/> Event-specific entities & special purpose vehicles | <input type="checkbox"/> Business licenses & permits       |

### **Event & Talent Contracts:**

- |                                                                    |                                                                |
|--------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Performance & talent agreements           | <input type="checkbox"/> Rider review & negotiation            |
| <input type="checkbox"/> Venue rental & license agreements         | <input type="checkbox"/> Production services agreements        |
| <input type="checkbox"/> Vendor, catering & concessions agreements | <input type="checkbox"/> Security & crowd management contracts |
| <input type="checkbox"/> Ticketing & box office agreements         | <input type="checkbox"/> Merchandising agreements              |
| <input type="checkbox"/> Sponsorship & naming rights               | <input type="checkbox"/> Participant & athlete agreements      |

### **Broadcast, Media & IP:**

- |                                                              |                                                               |
|--------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Broadcast & streaming agreements    | <input type="checkbox"/> Production & distribution agreements |
| <input type="checkbox"/> Music licensing & synchronization   | <input type="checkbox"/> Rights clearances & releases         |
| <input type="checkbox"/> Name, image & likeness agreements   | <input type="checkbox"/> Photography & press credential terms |
| <input type="checkbox"/> Trademark registration & monitoring | <input type="checkbox"/> Copyright registration & licensing   |
| <input type="checkbox"/> Anti-piracy & unauthorized streams  | <input type="checkbox"/> Ambush marketing & brand protection  |

### **Permits, Venue & Safety:**

- |                                                                 |                                                                 |
|-----------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Special event permits                  | <input type="checkbox"/> Alcohol licensing                      |
| <input type="checkbox"/> Street closure & public property use   | <input type="checkbox"/> Noise, curfew & occupancy requirements |
| <input type="checkbox"/> Pyrotechnics, drones & special effects | <input type="checkbox"/> Accessibility (ADA) compliance         |
| <input type="checkbox"/> Emergency & medical planning           | <input type="checkbox"/> Insurance program & certificates       |

### **Labor, Immigration & Consumer:**

- |                                                                       |                                                               |
|-----------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Union & collective agreements                | <input type="checkbox"/> Crew & contractor agreements         |
| <input type="checkbox"/> Performer & athlete visas                    | <input type="checkbox"/> Wage-hour & volunteer classification |
| <input type="checkbox"/> Minors & work permits                        | <input type="checkbox"/> Ticketing & resale law compliance    |
| <input type="checkbox"/> Refund, cancellation & rescheduling policies | <input type="checkbox"/> Sweepstakes, contests & promotions   |

### **Capital Markets & Finance:**

- |                                                        |                                                              |
|--------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Capital markets consultation  | <input type="checkbox"/> Private placement (Reg D / Reg A)   |
| <input type="checkbox"/> Event or production financing | <input type="checkbox"/> Secured lending & credit facilities |



# Syndicate Subscription Legal Plans

☐ Exchange listing (OTC, Nasdaq, NYSE, international) ☐ Securities & blue sky compliance

☐ Mergers & acquisitions

☐ Investor agreements & cap table

2.1 Describe your most urgent matter and objective: \_\_\_\_\_

\_\_\_\_\_

2.2 Deadline (event date, permit, on-sale, closing): \_\_\_\_\_

## PART 3 — EVENTS & PRODUCTIONS

| Event / Production | Dates | Venue & City | Expected Attendance | Ticketed? |
|--------------------|-------|--------------|---------------------|-----------|
|                    |       |              |                     |           |
|                    |       |              |                     |           |
|                    |       |              |                     |           |
|                    |       |              |                     |           |

3.1 Ticket price range: \$ \_\_\_\_\_ Projected gross revenue: \$ \_\_\_\_\_

3.2 Do venue agreements allocate cancellation risk? ☐ Yes ☐ No

3.3 Are deposits or advances already paid to talent, venues, or vendors? ☐ Yes ☐ No

3.4 Is the event on public property or requiring government approvals? ☐ Yes ☐ No

3.5 Will alcohol be served or sold? ☐ Yes ☐ No

3.6 Are minors participating or performing? ☐ Yes ☐ No

## PART 4 — TALENT, PARTICIPANTS & LABOR

| Talent / Participant | Role | Fee or Purse \$ | Agreement Signed? | Union / Visa Needed? |
|----------------------|------|-----------------|-------------------|----------------------|
|                      |      |                 |                   |                      |
|                      |      |                 |                   |                      |
|                      |      |                 |                   |                      |

4.1 Are performance agreements and riders reviewed before signing? ☐ Yes ☐ No

4.2 Are any performers, athletes, or crew based outside the United States? ☐ Yes ☐ No

*Performer and athlete work visas require lead time and often union consultation; late filings can force cancellation.*

4.3 Are you party to union or collective bargaining agreements? ☐ Yes ☐ No

4.4 Do participants sign waivers, releases, and medical authorizations? ☐ Yes ☐ No

4.5 Do athlete or participant agreements address name, image and likeness rights? ☐ Yes ☐ No

4.6 Are volunteers used, and is their classification documented? ☐ Yes ☐ No

# Syndicate Subscription Legal Plans

## PART 5 — BROADCAST, MEDIA & IP

- 5.1 Will the event be broadcast, streamed, or recorded? ☐ Yes ☐ No  
Broadcasters / platforms & territories: \_\_\_\_\_
- 5.2 Are broadcast, distribution, and revenue-share terms documented? ☐ Yes ☐ No
- 5.3 Is music performed, and are performance and synchronization licenses in place? ☐ Yes ☐ No
- 5.4 Are clearances and releases secured for footage and content? ☐ Yes ☐ No
- 5.5 Are event names, logos, and brands registered as trademarks? ☐ Yes ☐ No
- 5.6 Do you monitor unauthorized streams, counterfeit tickets, or merchandise? ☐ Yes ☐ No

## PART 6 — PERMITS, SAFETY, INSURANCE & CANCELLATION

| Item                                   | In Place                 | Pending                  | N/A                      |
|----------------------------------------|--------------------------|--------------------------|--------------------------|
| Special event or assembly permit       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol license or permit              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Street closure & traffic control       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire marshal & occupancy approval      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pyrotechnics, drone or effects permits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health & food service permits          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Security & medical staffing plan       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency action & evacuation plan     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessibility accommodations           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificates of insurance from vendors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 6.1 Insurance in place:

- |                                               |                                                              |
|-----------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> General liability    | <input type="checkbox"/> Event cancellation / non-appearance |
| <input type="checkbox"/> Weather              | <input type="checkbox"/> Liquor liability                    |
| <input type="checkbox"/> Participant accident | <input type="checkbox"/> Property & equipment                |
| <input type="checkbox"/> Cyber                | <input type="checkbox"/> Directors & officers                |

- 6.2 Do your contracts include force majeure, postponement, and refund terms? ☐ Yes ☐ No
- 6.3 Has an event been cancelled, postponed, or disrupted in the last three years? ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_

- 6.4 Have there been injuries, crowd incidents, or claims at your events? ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_



# Syndicate Subscription Legal Plans

## PART 7 — TICKETING, SPONSORSHIP & CONSUMER RULES

### 7.1 Ticketing model:

- |                                                        |                                                     |
|--------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Primary ticketing platform    | <input type="checkbox"/> Resale / secondary market  |
| <input type="checkbox"/> Season tickets or memberships | <input type="checkbox"/> VIP & hospitality packages |
| <input type="checkbox"/> Dynamic pricing               | <input type="checkbox"/> Free or comped admission   |

7.2 Do ticket terms address transfer, resale, refunds, and conduct? ☐ Yes ☐ No

7.3 Do you comply with ticket fee, disclosure, and resale laws? ☐ Yes ☐ No

7.4 Do you run sweepstakes, contests, or promotions? ☐ Yes ☐ No

7.5 Do you have sponsorships with alcohol, gaming, or sports betting brands? ☐ Yes ☐ No

*Sponsorships involving gambling, alcohol, or health claims carry advertising restrictions that vary by state and by venue.*

## PART 8 — FINANCE, DISPUTES, DOCUMENTS & CERTIFICATION

| Existing Debt / Investment | Lender or Investor | Amount \$ | Terms | Secured By |
|----------------------------|--------------------|-----------|-------|------------|
|                            |                    |           |       |            |
|                            |                    |           |       |            |
|                            |                    |           |       |            |

8.1 Capital sought: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

### 8.2 Capital strategy:

- |                                                         |                                                                 |
|---------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Event or production financing  | <input type="checkbox"/> Working capital                        |
| <input type="checkbox"/> Venue acquisition or build-out | <input type="checkbox"/> Growth equity                          |
| <input type="checkbox"/> Public offering or listing     | <input type="checkbox"/> Sale of the business or event property |
| <input type="checkbox"/> Not sure — need advice         |                                                                 |

### 8.3 Current disputes:

- |                                                   |                                                      |
|---------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Talent or vendor dispute | <input type="checkbox"/> Venue dispute               |
| <input type="checkbox"/> Sponsorship dispute      | <input type="checkbox"/> Ticketing or consumer claim |
| <input type="checkbox"/> Injury claim             | <input type="checkbox"/> IP or broadcast dispute     |
| <input type="checkbox"/> Employment claim         | <input type="checkbox"/> Collections                 |
| <input type="checkbox"/> None                     |                                                      |

8.4 Is a non-disclosure agreement required before documents are shared? ☐ Yes ☐ No

*Please provide the following, if applicable. Check each item available.*

- |                                                               |                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Formation & governance documents     | <input type="checkbox"/> Ownership / cap table                 |
| <input type="checkbox"/> Financial statements & event budgets | <input type="checkbox"/> Venue & talent agreements             |
| <input type="checkbox"/> Sponsorship & broadcast agreements   | <input type="checkbox"/> Ticketing terms & platform agreements |
| <input type="checkbox"/> Permits & licenses                   | <input type="checkbox"/> Insurance policies & certificates     |
| <input type="checkbox"/> Waivers & participant forms          | <input type="checkbox"/> Investor & loan documents             |



# Syndicate Subscription Legal Plans

**Certification:**

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the business named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Please Print and Email to [STEVE@STEVEMUELLERLEGAL.COM](mailto:STEVE@STEVEMUELLERLEGAL.COM), or  
save this document as a PDF and email to [STEVE@STEVEMUELLERLEGAL.COM](mailto:STEVE@STEVEMUELLERLEGAL.COM),  
*Your information will be reviewed within one hour.*