

CAROLYN SNELL

Tour Manager and Alternative Photography Artist

1-615-838-1078 (mobile)

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TOURING EXPERIENCE

TOUR MANAGER

✘	Reba McEntire	Dec. 2007 - present	✘	Brandi Carlile	Sept. – Dec. 2007
✘	Rachel Proctor	Sept. – Nov. 2004	✘	The Spitfire Tour	Sept. – Nov. 2000

Coordinate and manage daily schedule for artist during US and international tours. Duties reflect specific tours' needs, including: set up charter flight travel, ground transportation, and bus lease; advance all production and technical information (rehearsal and show times, lighting, audio, video, dressing room setups, rider, runner, meet-and-greet, etc.) with venue contact; maintain all finances; settle shows with venue and/or promoter; facilitate all artists' day-to-day dealings with venue staff, radio personnel and contest winners / fan club members.

ASSISTANT TOUR MANAGER

✘	John Mayer	July 2006 – Aug. 2007	✘	Kenny Chesney	Jan. 2003 – June 2006
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Organize talent during US and international tours. Create up-to-date information and maintain daily schedule for band. Secure travel arrangements and handle cash float. Advance technical and union information for TV specials. Assist with meet-and-greets, ticket distribution and guest lists. Advance dressing rooms, hospitality and catering. Photograph concert shots and write weekly road journal.

SPONSOR TOUR MANAGER

✘	Rascal Flatts	Sept. – Dec. 2003	✘	George Strait	Sept. – Nov. 2002
✘	Kenny Chesney	Jan. – Sept. 2002	✘	Family Values	Oct. – Nov. 2001
✘	Backstreet Boys	June – Oct. 2001	✘	Anger Management	Nov. – Dec. 2000
✘	Blink 182	June 2000	✘	Lilith Fair	June – Aug. 1998

Advance placement for and manage all sponsorship elements (signage, kiosks, promotional tents, product samples, sponsor-wrapped buses, etc.). Prepare guest list and handle daily ticket requests. Coordinate flow of meet-and-greet with winners, clients and artists. Serve as on-stage Emcee before artist performances. Develop promotional opportunities with radio stations and ad agencies.

SPONSOR COORDINATOR

✘	Lilith Fair	June – Aug. 1999
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Ensure that the tour's, the multiple corporate sponsors' and the venues' needs are met in day-to-day operations. Address sponsor representatives' concerns, including placement, hours, personnel issues, etc. Coordinate all sponsor ticket purchases. Supervise VIP area set-up and maintain client parties for all venues. Assist the Director of Marketing and address pre-tour administration needs.

TALENT SEARCH REPRESENTATIVE

✘	Lilith Fair	April – May 1999
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Work with venue representatives to secure sound, lighting and stage requirements. Confer with promoter to guarantee applicants meet the rules of the Talent Search and gather information on all finalists. Provide placement for corporate sponsor and non-profit signage and merchandise. Provide venue, emcee, radio station and website with artist details.

ADDITIONAL EXPERIENCE

✘	Awards Shows & TV Specials	March 1997 – May 2001 (various)	✘	Promotions Assistant	April 1995 – Dec. 1999 (various)
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Examples: Grammy Awards ('99 & '00), American Music Awards ('99, '00, '01), Britney in Hawaii Special ('00), BET Celebration of Gospel ('01), Howard Stern's Birthday at the Playboy Mansion ('01)

Examples: WKLB–Boston, MA ('95 & '96), KGOR/KFAB–Omaha, NE ('95, '96 & '97), Capitol Records – Los Angeles, CA ('98), Nederlander Concerts/The Greek Theatre – Los Angeles, CA ('97)

EDUCATION

✘	Emerson College	Sept. 1993 - May 1997 Boston, MA / Los Angeles, CA	Bachelor of Science in Speech, Concentration in Public Relations
✘	London School of Photography	Jan. 2006 London, England, UK	Digital Photography Workshop
✘	Hawaii Women's Creativity Retreat	Mar. 2008 South Kona, HI	Digital Photography, Image Transfer & Emulsion Lifts Workshop