

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

**FULTON COUNTY, GEORGIA**

CONTRACTOR: Type full Company Name

CFS STAFF

Signed by:

*Robert L. Pitts*

Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

ATTEST:

Signed by:

*Tonya R. Grier*

Tonya R. Grier  
Clerk to the Commission

(Affix County Seal)

APPROVED AS TO FORM:

Signed by:

*Chad Alexis*

Office of the County Attorney

APPROVED AS TO CONTENT:

DocuSigned by:

*David Manuel*

David Manuel, Director  
Fulton County Department of Arts & Culture

Please select RCS or RM

RCS

X RM

Attach a copy of the notarized signature page & LOA

DocuSigned by:

*Jessica Pardi*

Type Name Here , Board Chair

ATTEST:

Please select Attest or Notary from the checkbox

DocuSigned by:

*Vanya Foote*

Type Name Here , Executive Director

(Affix Corporate Seal)

ATTEST:

X Attest  
Notary

DS



Attach the LOA using the paper clip.

Notary Public

(LOA)

County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

ITEM#: \_\_\_\_\_ RM: \_\_\_\_\_  
REGULAR MEETING

ITEM#: 25-0786 2<sup>nd</sup> RM: 10/15/2025  
SECOND REGULAR MEETING

LEGAL STAFF

**THEATRICAL  
OUTFIT**

August 11, 2025

### **Letter of Authority**

To Whom It May Concern:

This letter certifies that Vanya Foote, Managing Director of Theatrical Outfit (contact information: vanya.foote@theatricaloutfit.org, 678-528-1503), and Jessica Pardi, Board Chair of Theatrical Outfit (contact information: jessicapardi@icloud.com, 404-374-7432), have the authority to enter into a contract on behalf of The Theatrical Outfit, Inc. with the Fulton County Commission under the guidance of the Fulton County Arts Council.

Sincerely,



Robert A. Hutchins  
Board Treasurer, Theatrical Outfit

**AMENDMENT NO. 1 TO THE CONTRACT FOR SERVICES AGREEMENT  
BETWEEN FULTON COUNTY, GEORGIA AND CONTRACTOR**

Contractor: Theatrical Outfit  
Address: 84 Luckie Street NW  
City, State Atlanta, Georgia 30309  
Telephone: 678-528-1506  
E-mail: tess.kincaid@theatricaloutfit.org  
Contact: Tess Malis Kincaid

**W I T N E S S E T H**

WHEREAS, pursuant to O.C.G.A. § 36-1-19.1, Fulton County is authorized under the laws of the State of Georgia to enter into contracts for services with individuals, corporations and institutions, for purely charitable purposes, including benevolent purposes for arts and humanities, and to purchase services from such individuals, corporations and institutions; and

WHEREAS, Theatrical Outfit has submitted to the Fulton County Department of Arts & Culture (“FCAC”) an application for Fulton County funding associated with the Fulton County Contracts for Services program for arts-related services, and the Fulton County Arts Council has recommended that this funding be made available to Theatrical Outfit by the Fulton County Board of Commissioners (“BOC”); and

WHEREAS, on June 18, 2025, the Fulton County BOC approved the recommendations of the Fulton County Arts Council pursuant to Agenda Item 25-0476; and

WHEREAS, Fulton County (“County”) entered into a Contract for Services Agreement with Theatrical Outfit to provide arts-related services, dated June 18, 2025; and

WHEREAS, on September 17, 2025, the BOC approved Resolution 25-0721, which amended Fulton County’s budget to increase the departmental budget for the FCAC by an additional \$1,700,000.00 based on current underruns in the County’s overall Fiscal Year 2025 budget; and

WHEREAS, in light of Resolution 25-0721, the Fulton County Arts Council made new recommendations to the BOC, which included an additional contribution amount of **\$16000** for Contractor; and

WHEREAS, on October 15, 2025, the BOC approved the recommendations of the Fulton County Arts Council pursuant to Agenda Item 25-0786.

**NOW, THEREFORE,** the County and the Contractor agree as follows:

This Amendment No. 1 to the Contract for Services Agreement between Fulton County, Georgia and Theatrical Outfit (“the Parties”) is effective as of this the 15 day of October 2025. The Parties agree that all Services specified will be performed in accordance with this Amendment No. 1 to Form of Contract and the original Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** Contractor is to perform the Scope of Work set forth in the original Contract.
2. **COMPENSATION:** The services described under the Scope of Work in the original Contract shall be performed by Contractor for a total additional amount not to exceed \$**16000** (SIXTEEN THOUSAND DOLLARS).
3. **LIABILITY OF COUNTY:** This Amendment No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chairman of the Fulton County Board of Commissioners, attested to by the Clerk to the Commission and delivered to Contractor.
4. **EFFECT OF AMENDMENT NO. 1 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**[INTENTIONALLY LEFT BLANK]**

## Certificate Of Completion

Envelope Id: 31F3BDE0-107A-486A-AE35-028B48681953

Status: Completed

Subject: Please DocuSign: Theatrical Outfit - 2025 CONTRACTS FOR SERVICES- - AMENDMENT - Aenda Item - 25-0786

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 4

Signatures: 6

Envelope Originator:

Certificate Pages: 7

Initials: 0

Sharon Maloney

AutoNav: Enabled

Stamps: 2

141 Pryor Street

Envelopeld Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Atlanta, GA 30303

Sharon.Maloney@fultoncountyga.gov

IP Address: 134.231.232.249

## Record Tracking

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Sharon.Maloney@fultoncountyga.gov

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Pool: StateLocal

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Pool: Fulton County Government

Location: Docusign

## Signer Events

## Signature

## Timestamp

David Manuel

david.manuel@fultoncountyga.gov

Director of Arts & Culture

Security Level: Email, Account Authentication (None)

DocuSigned by:

*David Manuel*

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Signed: 10/24/2025 4:42:14 PM

Signature Adoption: Pre-selected Style

Using IP Address: 208.190.197.193

## Electronic Record and Signature Disclosure:

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Jessica Pardi

jessicapardi@icloud.com

Ms

Theatrical Outfit

Security Level: Email, Account Authentication (None)

DocuSigned by:

*Jessica Pardi*

04EC2B93F4CC439...

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Signed: 10/24/2025 4:47:03 PM

Signature Adoption: Pre-selected Style

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Signed using mobile

## Electronic Record and Signature Disclosure:

Accepted: 8/13/2024 4:13:44 PM

ID: d7181979-021d-4d60-b495-e0ddaaf365de

Vanya Foote

vanya.foote@theatricaloutfit.org

Managing Director

Security Level: Email, Account Authentication (None)

DocuSigned by:

*Vanya Foote*

828E8495C8A94E2...

Sent: 10/24/2025 4:47:04 PM

Viewed: 10/24/2025 4:55:18 PM

Signed: 10/24/2025 4:56:40 PM



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Signer Events	Signature	Timestamp
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Sharon Maloney Sharon.Maloney@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 2600:1700:2960:5220:75eb:8b53:901d:8f21	Sent: 10/24/2025 4:56:42 PM Viewed: 10/26/2025 2:01:16 PM Signed: 10/26/2025 2:01:26 PM
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**Electronic Record and Signature Disclosure:**  
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Lauren Hansford lauren.hansford@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 74.174.59.4	Sent: 10/26/2025 2:01:29 PM Viewed: 10/27/2025 3:47:32 PM Signed: 10/27/2025 3:48:16 PM
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Accepted: 10/27/2025 3:47:32 PM  
ID: 21eaf991-e129-4229-ba40-ce4e3830a13c

Chad Alexis Chad.Alexis@fultoncountyga.gov Security Level: Email, Account Authentication (None)	 Signed by: Chad Alexis 968A614CF1584A5...  Signature Adoption: Pre-selected Style Using IP Address: 104.129.207.131	Sent: 10/27/2025 3:48:18 PM Viewed: 10/29/2025 2:29:42 PM Signed: 10/29/2025 3:02:57 PM
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**Electronic Record and Signature Disclosure:**  
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ID: 699a5b7f-977f-4112-bec0-0ef30dc46ccb

Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 144.125.1.75	Sent: 10/29/2025 3:03:00 PM Viewed: 10/29/2025 3:48:57 PM Signed: 10/29/2025 3:49:30 PM
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**Electronic Record and Signature Disclosure:**  
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ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

Robert L. Pitts harriet.thomas@fultoncountyga.gov Chairman Fulton County Security Level: Email, Account Authentication (None)	 Signed by: Robert L. Pitts 14E1B4AA5F6A44A...  Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.10	Sent: 10/29/2025 3:49:33 PM Viewed: 10/29/2025 5:05:00 PM Signed: 10/29/2025 5:05:08 PM
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ID: 18667505-f613-47ba-af3d-c2ea926a5bab

Tonya Grier tonya.grier@fultoncountyga.gov Clerk to the Commission Fulton County Government Security Level: Email, Account Authentication (None)	 Signed by: Tonya Grier EEC476C4837648D...  	Sent: 10/29/2025 5:05:11 PM Viewed: 10/29/2025 5:28:14 PM Signed: 10/29/2025 5:28:18 PM
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Signature Adoption: Uploaded Signature Image  
Using IP Address: 134.231.232.249

**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
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Accepted: 3/16/2018 10:54:59 AM  
ID: f3f241e8-3027-4447-9476-6cf20ae25dd4

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Sharon Maloney  
Sharon.Maloney@fultoncountyga.gov  
Security Level: Email, Account Authentication (None)

**VIEWED**

Using IP Address: 134.231.232.249

Sent: 10/24/2025 4:39:28 PM  
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Brian Jones  
brian.jones@fultoncountyga.gov  
President-Elect  
Fulton County Government  
Security Level: Email, Account Authentication (None)

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Shantras Lakes  
shantras.lakes@fultoncountyga.gov  
Contracts for Services Program Manager  
Fulton County Government  
Security Level: Email, Account Authentication (None)

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Tasha Tavaras  
tasha.tavaras@fultoncountyga.gov  
CFS Specialist  
Fulton County Government!  
Security Level: Email, Account Authentication (None)

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/24/2025 4:39:28 PM
Certified Delivered	Security Checked	10/29/2025 5:28:14 PM
Signing Complete	Security Checked	10/29/2025 5:28:18 PM
Completed	Security Checked	10/29/2025 5:28:25 PM

**Payment Events**

**Status**

**Timestamps**

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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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