

Questions to Ask When Booking a Speaker/Performer/Band

This form is not required from SGA or CSC for planning your event, but is rather a guide for your group when hiring outside entertainment or services.

Agency/artist representative information

Name of act/artist: _____

Name of agency: _____

Agency address: _____

Phone number: _____

City, state, zip code: _____

Fax number: _____

Agency e-mail: _____

Name of agent: _____

Student group information

Student club host: _____

Student contact: _____

Student phone: _____

Student e-mail: _____

Event information

Program title: _____

Day of week (circle one): mon tue wed thu fri sat sun

Type of event: _____

Program date: _____

Program location: _____

Event start time: _____

Rain location (if outside): _____

Set-up time: _____

Length of set: _____

Break-down time: _____

Fees and contractual obligations

Artist fee: _____

Agency fee (if any): _____

Check made payable to: _____

Federal id number: _____

Or social security number: _____

Payment will be (check one):

_____ given to the performer at the end of the performance.

_____ mailed to the agency at the above address the day after the performance.

Does the price include sound (check one):

_____ yes _____ no

if no, then sound will be provided by _____

Does the price include housing/hotel (check one):

_____ yes _____ no If no, then how many rooms are needed _____

Does the price include transportation/travel (check one):

_____ yes _____ no If no, then how is artist arriving :

_____ driving themselves (what type/how many vehicles: _____)

_____ university provided transportation (check all that apply):

_____ plane _____ rental car _____ train _____ picked up

_____ other: _____

Technical information

What kind of power sources are needed and how many outlets/circuits are needed:

Do we need to provide generators or is that included in price:

Can the agent/representative forward a technical rider and/or stage plot:

What equipment will the artist bring with them:

What equipment is expected that the hosting group provide:

Promotional information-what promotional materials are provided, if any:

Extras or other unique information: