

CONTRACT REQUEST FORM

SPONSORING ORGANIZATION: _____ CONTACT NAME: _____ EMAIL: _____
CONTACT PERSON: _____ DATE: _____ DATE REQUEST SUBMITTED: _____
PHONE NUMBER: _____ CONTRACT NEEDED: _____

WHAT EVENT IS THIS CONTRACT FOR: _____

Service Required: _____ Create contract to send to artist OR _____ Complete contract when it arrives from artist

Students, faculty or staff requesting contracts from the Center for Campus Life Office **must complete** all the blanks in order to assure a quick and easy completion. **Please get the Contract Request Form to CCL in no less than fifteen working days**, and even more time if possible, **before** the artist is to perform or the agent is requesting the contracts. Contract requests received less than 10 business days before the event, cannot be guaranteed payment to the artist, the night of the event. **No checks can be guaranteed on the performance date, if the completed contract and signed W9 is not received by CCL within 10 business days of the date of the performance. Otherwise, checks will be mailed after the date of performance.**

REQUIRED INFORMATION

Artist's Name (please print/spell correctly): _____

Agent's Name (please print/spell correctly): _____

Agent/Artist's Address: _____ City _____ State _____ Zip _____

Agent/Artist's Phone Number: Day _____ Evening _____ Fax _____

Agent/Artist's Email: _____

Date of Performance: _____ Time of Performance: _____ Location: _____

Number of Sets: _____ Length of Sets: _____

Artist's Fee: \$ _____ Agent's Fee: \$ _____ Other benefits (Meals/Travel): _____

Describe in detail what the artist will be doing (e.g. musical performance, spoken word, comedy performance, etc):

If applicable, what time will the artist load in all necessary equipment? _____

Full name and address of individual/agency/act to whom the check is written to: NO P.O. Boxes Please!

Social Security # or Federal Tax ID # (THIS IS A MUST FOR PROCESSING): _____

Is the artist an employee of RIT? _____ Yes _____ No (If so, they must be paid through RIT payroll)

Is the artist a U.S. Citizen? _____ Yes _____ No

*Please be aware that:

- **You must register** your event with **EVR** Monday through Friday 1-4:00 pm at the Campus Center Welcome Desk
- **Room Reservations** are done separately from Event Registration. The Room Reservation Process does not register your event. This service is also located at the Campus Center Welcome Desk.
- You are responsible for reviewing the Contract and it's additional rider. Check for items such as food, beverage, dressing rooms, special lighting or stage props. After you have reviewed this, you may have concerns about how to provide these items. Contact the Center for Campus Life for an appointment at 475-7058 (V/TTY), so we may assist you. Also, Institute policy **does not** allow the purchase of any alcohol for the Artist's hospitality.
- You will receive a copy of the contract upon completion. You are responsible for reading and enforcing the contract along with your advisor, especially the rider which is attached from RIT and the agent.

NOTE: If the fee is less than \$1,000, the artist should be paid in full at the conclusion of the event. If the fee is more than \$1,000, payment will be written as two separate checks, each for one half of the total amount. The reason for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: _____

Signature of Advisor: _____