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: