



**CONTRACT REQUEST FORM**

All fields must be filled out

**Date:** \_\_\_\_\_

**Student Organization/Department:** \_\_\_\_\_

**Person Responsible:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**PERFORMERS' INFORMATION**

**Performer Name(s):** \_\_\_\_\_

**Honorarium: YES OR NO** (please circle one)

*(If this is an Honorarium, a Social Security or Federal Tax I.D. number is not required.)*

**Social Security # or Federal Tax I.D. #:** \_\_\_\_\_

**Performer Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Performer's Agent (If Applicable):** \_\_\_\_\_

**Performer's Agent Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date of Event(s):** \_\_\_\_\_ **Location(s):** \_\_\_\_\_

**Make check payable to:** \_\_\_\_\_ **Amount of contract:** \_\_\_\_\_

**Beginning and Ending time of Event:** \_\_\_\_\_

**Number of Shows:** \_\_\_\_\_ **First show(s) to begin at** \_\_\_\_\_

**Length of each show(s)** \_\_\_\_\_ **minutes** **Length of each break(s)** \_\_\_\_\_ **minutes**

**NOTE**

**Please submit a brief description/mini biography regarding the artist(s)/performer(s)/speaker(s) with this Contract Request Form.**