

PRE-CONTRACT WORKSHEET

Worksheet completed by _____

Phone # _____

Email _____

A Student Activities Advisor must review the Pre-Contract worksheet before a contract is issued

Name of Artist/Attraction: _____

Brief description of performance/lecture topic: _____

Sponsoring UMM Organization: _____

Co-sponsors, if any: _____

Event Information

Date (day of week): _____ (mo/day/yr) _____

Performance Time: _____ Length of Performance: _____

Building/Room: _____ / _____

Hospitality and/or Dressing Rooms: _____

Room reserved? _____ yes _____ no

Event has been submitted to the web calendar of events: _____ yes _____ no

Tech Requirements – meet with Tech Coordinator (589-6439) to review requirements

List all sound and lighting needs, computer, projection, etc.:

Payment Information

Contract Fee: _____

Check payable to: _____

Contract form to be generated by: _____ Agency _____ UMM

Additional Expenses to be paid by UMM Organization:

1. Lodging _____

2. Meals _____

3. Airfare _____

4. Ground

UMM vehicle _____

Mileage reimb. _____

5. Other _____

Artist Contact Information

Artist/Agency Name: _____

Agency: _____

Address: _____

Email: _____

Phone: _____ Fax: _____