



PRE-CONTRACT WORKSHEET

Attach Artist's W-9 to this form when submitting, if possible.

Performing artists in these categories are eligible for UCSD contract agreements:

- Speaker
- DJ
- Band
- Vocalist
- Dance company/dancer
- Magician

These types of entertainment are not eligible:

- Rides
- Games

Deadlines:

Must meet with advisor to discuss event planning at least 6 weeks prior to date of event if contracted vendors are being used.

Contract Information must be completed and submitted to your advisor at least 4 weeks prior to date of event, so that the formal approval process can begin.

All performance agreements must be processed by University staff or faculty through the University Events Office (UEO).

Event Name: _____
 Event Date: _____ (Ex. Friday, September 7, 2010)
 Set-up Time: _____ am pm Event Start Time: _____ am pm Event End Time: _____ am pm
 Event Location: _____

Artist/Agency Information

Artist Name: _____
 Agent/Agency Name: _____
 Agent/Agency E-Mail: _____ Agent/Agency Phone: _____
 Amount of Payment: _____
 Is Artist a University employee? no yes
 Is Artist a U.S. citizen? no yes
 If No, Visa type and expiration date: _____
 Is Artist CA Resident/Is Agency CA based business? no yes
 Budget Index(s) to be charged: _____

Artist Arrangements Information

Does performer require hotel accommodations? no yes
 If yes, name of hotel that has been reserved: _____
 Does performer require meals? no yes
 Will food buyout be provided? no yes
 List meal items that will be provided by organization:

Does performer require transportation? no yes
 Describe transportation arrangements:

Does performer require technical equipment? no yes
 Describe technical equipment arrangements:

Sponsoring Organization Contact Information:
 Primary Organization Name: _____
 Event Coordinator Name: _____ Title: _____
 E-mail: _____@ucsd.edu Phone: _____
If there is more than one organization sponsoring this event, attach Co-Sponsorship Agreement form.
 Advisor Name: _____
 E-mail: _____@ucsd.edu Phone: _____