

**Contract Information and Request Form**  
**Instructions**

All information must be filled out & submitted with including a W-9 from the performer.

Save a copy to your BOX then email a copy to Kevin or Spencer; [kevin.webb@usu.edu](mailto:kevin.webb@usu.edu), [spencer.bitner@usu.edu](mailto:spencer.bitner@usu.edu)

*\*\*the 'preferred email' needs to be the email for whomever is authorized to sign the contract*

Name of Event \_\_\_\_\_

Name of vendor/performer operates: \_\_\_\_\_

**Vendor/Performer Contact information**

Preferred Email: \_\_\_\_\_

Agreed Price: \_\_\_\_\_

Performance Date: \_\_\_\_\_

Length of Performance: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Show Time: \_\_\_\_\_

Sound Check: \_\_\_\_\_

**Addition Information**

Technical Rider \_\_\_\_\_

Hospitality Rider \_\_\_\_\_

W-9 \_\_\_\_\_

Have you coordinated with TSC tech for A/V needs? YES  NO

Has this type of performance been approved with risk management? YES  NO

Do you have the venue scheduled? YES  NO

Event Location: \_\_\_\_\_

If yes and in the TSC have you filled out and submitted a Pre-event Planning guide? YES  NO