



STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

Student Activities and Union Services

Student Union Building, Room 211
(Phone) 845-257-3025; (Fax) 845-257-3695

Questions to Ask When Booking a Speaker/Performer/Band

THIS FORM IS NOT REQUIRED FROM THE STUDENT ASSOCIATION OR THE STUDENT ACTIVITIES AND UNION SERVICES OFFICE 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): _____

FEES AND CONTRACTUAL OBLIGATIONS CONTINUED

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
