



**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**

---