



If you have questions or need help with completing this form, please stop by the Office of Student Activities and Student Center Operations located in the Rebecca Stafford Student Center. Please be advised that we will need all of the following asked of each event/performer before we call for event contracts.

PERFORMANCE CONTRACT WORKSHEET

Name of Act/Event _____

Name of Agency _____

Address _____ Phone Number _____
_____ Fax Number _____

Agent Name _____
Contact Student at Monmouth _____ Phone Number _____
Title in Organization _____

PERFORMANCE

Type of Event _____ Day _____ Date _____
Event Location _____ Rain Site (if any) _____
Set-up/Arrival Time _____ Event Start Time _____
Ending Time _____ Length of Sets (if any) _____

FEES AND CONTRACTUAL OBLIGATIONS

Professional Event Fee _____ Agent Fee _____
Check Made Payable to _____
Federal ID # or Social Security # _____

Payment will be:

_____ 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 above price include sound? Yes ___ No ___
If no, the sound will be provided by _____

Do we need to provide housing in addition to the price above? Yes ___ No ___
If yes, how many rooms are needed? _____

Does the price above include transportation? Yes ___ No ___
If no, how are the performers arriving at the location?
Driving themselves? Yes ___ No ___ If yes, how many cars/trucks? _____

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