



Undergraduate Student Government

Contract Request Form

Contract Request Form Information: This form must be submitted to the USG Front Desk along with appropriate Vouchers and Minutes/Attendance Forms. Please allow for seven days for processing. Email or Fax number is required for this form to be considered complete. If you have any questions or concerns please contact the USG Accounting Office.

Name of Club or Organization: _____

Your Name: _____ Phone Number: _____

Name of Event: _____ Date of Event: _____

Location of Event: _____ Time of Event: _____

Type (e.g. DJ, Live Band, Comedian, Coach/Instructor, etc.): _____

Artist Name: _____ Phone: _____

Email Address: _____ Fax: _____

Time Artists to Arrive at Venue: _____ Time Doors Open: _____

Time Artists Begin: _____ Time Event Begins: _____

Time Artist Ends: _____ Time Event Ends: _____

Social Security of Federal I.D. Number of Artist _____

USG Check Payable To: _____

Mailing Address: _____

Street Address City State Zip Code

Agency Information (if applicable)

Name: _____ Phone: _____ Fax: _____ Email: _____

Mailing Address: _____

Street Address City State Zip Code

Number of complimentary tickets: _____ Number of Tickets Given to Artist: _____

For Outdoor Events Only:

Rain Date: _____ Rain Date Time: _____ Rain Date Location: _____