

PRE-CONTRACT WORKSHEET

Please submit 30 days prior to event to the Office of Student Activities.

Remember: Verbal contracts are binding -- do your homework before committing to the show

This is not a contract—do not send to performer/attraction/speaker.

Performer/Attraction/Speaker:	Date(s) of event
St. Olaf contact person & Department or Organization Name	Contact phone # Contact cell phone # Contact e-mail

1. Nature of Services Or Type of Attraction: _____

2. Event Name: _____

3. Arrival/Load-in time: _____ Sound check time: _____ Breaks (e.g. 2/15 min): _____

4. Time of Services (Start-Finish): _____ Sets (e.g. 3/45 min): _____

5. Location of Event (Building/room): _____

6. Who is providing equipment? St. Olaf/Purchaser Attraction Both

7. Is there a tech rider from the attraction? Yes No *(if yes, please attach)*

8.

CONTRACT FEE (paid to the attraction)	\$
TRANSPORTATION (If a transportation fee was negotiated) <i>(circle all that apply):</i> Flying – Driving - Mileage	\$
LODGING If requested, fill out and the Office of Student Activities will reserve. Lodging Date: _____ How many rooms? _____ How many nights? _____ Type of Room (ie: Double): _____ <i>Country Inn costs: (Sunday→Thursday, \$88) & (Friday→Saturday, \$105)~Includes tax</i> ROOM RESERVED UNDER THE NAME OF: _____	(Office Use Only)
OTHER (Please describe)	\$
TOTAL	\$

9. Obtain the payee's W-9 form to complete the following and attach.

Make Check Payable To (Use Legal Name): _____

Permanent Address for Check Payable to (must be a street address- **NOT** a P.O. Box):

Street: _____

City, State & Zip: _____

Social Security #: _____ or Federal ID #: _____
(if an individual) *(if a group or an agency)*

Is the payee a corporation? Yes No If yes, is the entertainer a shareholder? Yes No

Is the payee a partnership? Yes No If yes, is the entertainer a partner? Yes No

10. Is the payee a candidate for public office? Yes No

11. Contact Person For Performer/Attraction/Speaker: _____

Contact Person E-mail: _____

Contact Person Phone: _____

Budget Information

St. Olaf Organization/Dept.	Unit Number	Amount

***Fill out a check request form in the Office of Student Activities the week before your event.**

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Reservation and Technical Checklist

Complete this checklist before bringing this worksheet to Student Activities

- ◇ Place your room/space reservation through Oleville.com for Pause spaces or R25 for all other spaces
- ◇ For R25 reservations, request the resources you need in your reservation or talk with the Scheduling Office
- ◇ For Pause Reservations, discuss technical requirements with the Pause techs (techtriumvirate@stolaf.edu) to ensure they are possible.

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Campus Contacts

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