



CAMPUS ACTIVITIES USE ONLY
 return artist's contract send UWSP contract
 include UWSP rider send map
 include _____
 make lodging arrangements

Pre-Contract Worksheet

(Please print neatly or type)

The information provided on this worksheet is used in the development of a university contract.

Please be as thorough and accurate as possible!

NATURE OF SERVICES

or NAME OF ATTRACTION: _____ Number of Performers: _____

Type/Name of Event: _____

Date(s) of Event: (Day) _____ (Date) _____

(Day) _____ (Date) _____

Time of Event: (Start/Finish) _____ (Sets in Minutes) _____

(Breaks in Minutes) _____

Place of Event: (Building) _____ (Room) _____

COMPENSATION:

For Services: _____ (How much are they getting paid?)

- Will the artist require lodging: No Yes

If yes, how many rooms: _____

[CARO will make the reservation(s) at the La Quinta Hotel: current rate = \$48.00]

- Has the artist requested a meal: No Yes

If yes, meals for how many people: _____

Check One: We will make appropriate arrangements
(i.e. meal voucher through food service)

The artist has requested to be reimbursed for meals in the amount of: _____

- Will the artist require reimbursement for travel? No Yes

If yes, how much: _____

[Travel expenses cannot be paid in advance (i.e. plane ticket)]

CAMPUS ACCOUNT: (Number) _____ (Name) _____ (Amount) _____

Only ONE (1) account may be used for the payment of a contract

Check Payable To: Legal Name: _____
 Permanent Home Address : _____
 (PO Boxes are not acceptable) _____
 Contact Person for Attraction: (Name) _____
 (Agency or Artist Name) (Phone) _____
 (E-mail) _____

Contact Person at UW-Stevens Point: (Name) _____

(Your Name) (Phone) _____

(E-mail) _____

- Who will provide sound?: UWSP LIGHTS? UWSP
 Artist Artist

CHECK ONE: ARTIST/AGENCY/ATTRACTION IS SENDING THEIR CONTRACT.

(WE CANNOT DO BOTH!!!) If so, it must be sent to: **gdiekroe@uwsp.edu** (e-mail is preferable)

Campus Activities
1015 Reserve Street
Stevens Point, WI 54481

UWSP SHOULD SEND CONTRACT

ACCOUNT MANAGER SIGNATURE: _____
 Print Name: _____
 TREASURER SIGNATURE: _____
 For Student Organizations ONLY

G.D/CAO _____
 Date _____

WHAT HAPPENS NEXT:

Make a copy of this worksheet for your files!!! Front AND back.

After you submit the Pre-Contract Worksheet to Campus Activities, we will process the information and send out a University contract based on the information you have provided. Or, in the case where the artist has provided their own contract, we will modify the information to comply with University standards and return the signed contract along with a University Rider. After the contract is fully executed, Campus Activities will submit the contract to Payment Services to have the check printed. We will also send you a copy of the finalized contract. You are responsible for picking up the check on the day of your event (or the Friday prior if it is on the weekend) from Campus Activities.

The following information is provided to assist you in the production of your event. It is YOUR responsibility as the programmer to follow through on these details:

ROOM RESERVATIONS:

Room reservations can be made online at: <http://campusreservations.uwsp.edu/>

Confirm your room reservation by reviewing your reservation confirmation when you receive it. If ANY changes are needed, contact the campus reservations office. Changes to room set ups must be received a minimum of one (1) week prior to your event. It is your responsibility to understand the “as is” set up for each room. If you have any questions about reserving space, contact the Campus Reservations Office (campres@uwsp.edu or call 715-346-4421 The office is located in the DUC, third floor.

FOOD SERVICE:

If you will need any type of food service for your event (for the people attending or the artist you have just contracted), contact the Catering Office at 715-346-4374, or stop by their office in the DUC, third floor. Please keep in mind that carry-in food items are generally not allowed.

If you would like beverage service for an event in *The Encore*, contact Campus Activities

If you would like alcohol to be served at your event, then you must contact the Catering Manager, Marshall Lee: mlee@uwsp.edu or call 715-346-4374. This should be done a minimum of two (2) weeks prior to your event.

SOUND, LIGHTS and AUDIO VISUAL EQUIPMENT:

If your event requires any type of sound, lights or audio visual equipment, a reservation is required with Program Services. You may contact them at x4203 or in their office in the DUC, third floor. An online request form may be found at: <http://www.uwsp.edu/centers/event-planning/Pages/ProgramServices/PS-Request-Form.aspx>. Reservations must be made a minimum of one (1) week prior to your event.

USHERS:

If you plan on charging any type of admission to your event, then you are required by University Policy to have Campus Activities Ushers at your event. Complete a Change Fund/Usher Request Form at the University Information and Ticket Center in the DUC. If your event is in the DUC, then there is no charge for up to two (2) ushers at your event. Additional ushers will be charged at \$9.00 per hour, per usher. Any events outside of the DUC that require an usher will be charged this rate.

I GET IT! My signature below indicates that I have read all of the information above!

_____ Date: _____

QUESTIONS? Contact:

Greg Diekroeger or Heather Gustin in the Campus Activities Office, DUC third floor.

gdiekroe@uwsp.edu

hgustin@uwsp.edu

(715) 346-4343