

## Student Campus Event Checklist

Name of Event: \_\_\_\_\_

Name of Artist: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Type Performance: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Smith Contact Person: \_\_\_\_\_

\_\_\_\_\_

Date of Performance: \_\_\_\_\_

Time: \_\_\_\_\_ Venue: \_\_\_\_\_

DATE DONE:	ACTIVITY:	PERSON RESPONSIBLE:
_____	Location reserved through the Student Scheduling Coordinator via On-Line Room Reservation Form	_____
_____	Contract received from artist/agent*	_____
_____	Signed contract (and riders) sent to artist/agent*	_____
_____	Fully executed contract received from artist/agent*	_____
_____	Check Request turned in to the Student Bank via your Organization treasurer	_____
_____	Hotel: Hotel Phone: Confirmation Number:	_____
_____	Tickets, flyers, posters printed	_____
_____	Technical requirements for performance (sound, lights, etc.) DESCRIBE	_____
_____	Travel arrangements made DESCRIBE:	_____
_____	Meal arrangements made DESCRIBE:	_____
_____	Publicity on and off campus including AcaMedia, The Five-College Calendar, Chilipeppers Website, Campus Center Plasma Screens, etc.	_____
_____	Payment made to artist/agent. DESCRIBE: Pay artist after show? Mail check after show? Other:	_____
_____	Evaluation Complete	_____

\* Student Organizations must consult with Student Activities on all aspects of contract negotiations. Only the Director of the Campus Center and the Assistant Director for Student Activities are authorized to sign contracts for student organizations. The Assistant Director for Residence Life is authorized to sign contracts for house communities.