

CONTRACT GENERATION FORM (PART 1 OF 3)
 This is due to your student program advisor four (4) weeks prior to your event!

Organization: _____ Account #: _____

Name of Artist: _____

Name of Agency: _____

Name of Agency Representative: _____

Agency Address: _____

Agency Phone: _____ Agency Fax: _____

PERFORMANCE INFORMATION

Day and Date of Event	
Time of Performance	
Type of Performance (ie: DJ, Speaker, etc)	
Place of Performance (facility must be tentatively held)	
Time and Place you would like artist to meet your representative	
Are there any related activities (ie: sound checks, "teasers", receptions, dinners, etc.)? If yes, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:

PAYMENT INFORMATION

Performance Cost	\$
Are there any additional costs for this event related to the performance (ie: hotel stay, meals, travel, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
Who should the check be made payable to? (This information has to match the W-9 and Terms & Conditions exactly)	
Performer's Address for mailing check: (This information has to match the W-9 and Terms & Conditions exactly).	
How should the check be handled? (ie: mailed to agency, given to performer day of performance, etc.)?	
Federal ID Number/ Social Security Number	
Is the artist a student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the student currently employed by the college?	<input type="checkbox"/> Yes * <input type="checkbox"/> No

- **Note: students employed by BSC will receive performance fee in their regular employment check at a flat rate.**

Signature of Event Coordinator: _____ Phone: _____

Signature of Program Advisor: _____ Date: _____

Office use only
 BSC Rider used Yes No

Date sent : _____

CONTRACT RIDER FORM (PART 2 OF 3)

THIS FORM SHOULD BE FILLED OUT WHEN THERE IS NO RIDER FROM THE AGENCY.

This rider applies to the agreement between BRIDGEWATER STATE COLLEGE and _____
(name of performer)

For the performance to be held on _____ at _____
(date of performance) (location of performance)

THE ARTIST WILL PROVIDE:

Lodging

Notes: _____

Food (Hospitality)

Notes: _____

Air Transportation

Notes: _____

Ground Transportation

Notes: _____

Sound System

Notes: _____

Lighting System

Notes: _____

Other

Notes: _____

THE COLLEGE WILL PROVIDE:

Lodging

Notes: _____

Food (Hospitality)

Notes: _____

Air Transportation

Notes: _____

Ground Transportation

Notes: _____

Sound System

Notes: _____

Lighting System

Notes: _____

Other

Notes: _____

Agreed to by Bridgewater State College:

Date

Agreed to by Artist's Representative:

Date