

Offer Sheet

Title of Program/Artist: _____

Opener: _____ Facility: _____

Date of Program: _____ Time: _____

Agent/Middle Agent: _____ Phone: _____

Address: _____ Fax: _____

Contract Fee: _____

Includes (*check all that apply*): Opener Food Production
 Travel Lodging Other: _____

Ticket Prices: Free \$____ Students \$____ Non-Students \$____ Faculty/Staff

Additional Conditions of Offer: _____

Program/Artist Information

Description of what will occur during event: _____

Past Performances (if known): _____

Conflicting Events on Campus: _____

Marketing Plan Event Information

Title: _____

Location: _____ Date of Event: _____

Rain/Snow Location: _____ Rain/Snow Date: _____

Starting Time: _____ Ending Time: _____

Sponsoring Organization/Committee: _____

Co-Sponsoring Organization/Committee: _____

Event Description: _____

If using a logo or “catch phrase” or description, please indicate what it will be here:

Publicity Request

Type	Yes	No	Date Required By
Posters			
Gov Says			
UC Napkin Holders			
Electronic Board on Plaza			
E-mail to Orgs.			
UC Televisions			
Residence Life/Housing Flyers			
All State Ad			
Facebook/Twitter			
Sidewalk Chalk			
Other:			

Notes: _____

Event Checklist

Program Title/Artist: _____

Sponsoring Organization/Committee: _____

Co-Sponsoring Organization/Committee: _____

Location/Date/Time: _____

Paperwork

- Program Proposal
 - Learning Outcomes
 - Budget
 - Facility Reservation
 - Marketing Plan
- Contract (s)
- Event Timeline
- Event Itinerary
- Event Checklist
- Timeline
- Program Proposal
- Timeline
- Program Proposal
- Timeline
- Other _____

Event Personnel

- Police/Security
- EMT
- Technical Assistant
- Electrician
- Other _____

Food/Catering

- APSU Catering
 - Linens
- Outside Vendor
- Paper Products/Utensils
- Gloves

Food/Catering (continued...)

- Table Cloths
- Other _____

Facilities

- Reservation
- Tables _____
- Chairs _____
- Trashcans _____
- Generator
- Stage
- Movie Screen
- Sound
- Projector
- Extension Cords
- Other _____

Other Rental

- Vehicles
- Tents
- Linens
- Other _____

Miscellaneous

- Hospitality
- Event Pictures
- Clicker Counter
- Decorations (balloons, flowers, etc.)
- Tickets
- Cash Box
- Giveaways (t-shirts etc.)
- Survey
- Other _____