

Subject	Department Response	Action
Day of Event		
Events Management Approval		Attach confirmation to request
Entertainment Prior Approval		Attach approval to request
Payable Amount		
Are fees inclusive of all costs?		
Payment <i>(who receives payment, agency or artist)</i>		Send PaymentWorks invite to the party receiving payment
Deposit Required		Attach pre-payment approval to request
Payment Due <i>(day of or after performance)</i>		
Artist <i>(single or multiple act)</i>		
Indoor or outdoor event		
Indoor backup location		
Inclement Weather Plan		
Location of event.		
Audience Students, faculty, staff, public?		
Admission Free or cost?		
HOSPITALITY		
Riders Provided?		Attach all Riders to request. Department to review and strike as needed.
University to provide production office?		
Marketing Material Handled by talent agency or university?		
Merchandise to be sold? If yes, location and supplies provided.		
University to provide dressing rooms? Is yes, location		
University to provide hotel rooms?		
University to provide runners?		
University to provide meals?		
UNIVERSITY GROUNDS		
Security Consulted with UTPD?		
Parking Consulted with Parking Services?		
Artist Parking Will university provide space for artist parking? Is yes, location?		
Meet & Greet required?		
OPERATIONAL		
Consulted on and who is responsible for the following: *Staging requirements *Audio/Video requirements *Lighting requirements *Sound requirements		