



What do you need to know before you continue?

1. Will the event include any of the following (if so, you'll need additional insurance, contact Mark Sorel at sorelm@buffalo.edu):
 - A Parade, March/Walk | Aircraft or hot air balloons | Alcohol | Animals | Any activity by third party telemarketing, direct mail or internet advertising firms | Carnivals with mechanical amusement rides | Contact sports | Events lasting more than 5 days | Events with more than 500 people in attendance at any one time | Fireworks | Motorcycle runs or Automobile rallies | Political Rallies | Requirement to name performer as an Additional Insured | Rock, Hip-Hop or Rap performances with attendance greater than 500 | Rodeos
2. Contact info for yourself and your club's onsite contact (if it's not you)
3. What is the estimated attendance?
4. Event: Name, Description & Location
5. Venue address & contact info
6. What time:
 - a. You can access the venue?
 - b. The event begins/ends?
 - c. Is this artist on stage?
 - d. Will you be out of the venue?
7. The legal name and address of the person or entity being paid (must match the person or entity receiving payment as presented on their W9)?
8. Artist contact info (email)
9. Is there already a W9 on file? (Check with SA finance department)
10. Attach any documentation that your artist/performer provided, like a contract.
11. What is the performance fee?
12. Performance description (e.g., rock concert, magic show, speaker, etc.)
13. If there are specific individuals who must perform, who are they?
14. Length of performances
15. Will SA be providing any equipment? If so, what?
16. Will the performer(s) be providing any equipment? If so, what?
17. Will your club be providing hotel rooms, local ground transportation, air travel, security, meals, or any other services/resources to your artist?