



HOBART AND WILLIAM SMITH COLLEGES

Student Activities

Program: _____ Date: _____

Time: _____ Arrival/Set Up: _____ Location: _____

WORK ORDERS

Room Request (25Live)

B&G Event layout needed for B&G: Yes ____ No ____

IT Services Outside Sound/Lighting

Dining Services Food Vendor

PUBLICITY/PROMOTION

HWS Engage event submission

Print Services request

Scandling TVs

PAYMENT/CONTRACT

Performer Contract Independent Contract Agreement Request for Payment W9 form

Amount: _____

Check Mailed: Yes ____ No ____

Deposit: _____

Check given after performance: Yes ____ No ____

ENTERTAINER INFORMATION

Meal Required: Yes ____ No ____

Lodging Required: Yes ____ No ____

Lodging Accomodations: _____ Conformation #: _____

Agency: _____ Agent Info: _____

Program Contact: _____

Organization: _____

Contact Cell #: _____

Email: _____