

Program Proposal

Program Title/Artist: _____		
Date for Program: _____	Time: _____	Projected Attendance: _____
Facility: _____	Rain Location: _____	
Committee Chair: _____	E-mail: _____	
Total Budget: _____	Co-Sponsoring Organization: _____	

Planning Checklist: (Initial & date when completed)

- _____ Scheduled date, time, location (rain date, time, location)
- _____ Budget Proposal approved by Treasurer (attach copy)
- _____ Contract submitted (attach copy)
- _____ Catering/ Food Request (if applicable) (*must be done 3 weeks in advance*)
- _____ Equipment Request (if applicable) (may be found on rider and includes DJ)
- _____ Publicity Request submitted
- _____ Security and LPD requested (must be 1 month in advance)
- _____ Hotel and Travel arrangements (if applicable)
- _____ Vans requested (if applicable)
- _____ Other (trash cans, tables, chairs, etc.)

Signatures:

Committee Chair

Date

Organization President

Date

Treasurer

Date

Director of Student Activities

Date

Offer Sheet

Title of Program/Artist: _____

Opener: _____ Facility: _____

Date of Program: _____ Time: _____

Agent/Middle Agent: _____ Phone: _____

Address: _____ Fax: _____

*****Include copy of contract and rider with offer sheet**

Contract Fee: _____

Includes (*check all that apply*): Opener Food Production
 Travel Lodging Other: _____Ticket Prices: Free \$____ Students \$____ Non-Students \$____ Faculty/StaffAdditional Conditions of Offer: _____

Program/Artist Information

Description of what will occur during event: _____

_____Past Performances (if known): _____

Conflicting Events on Campus: _____

Program Budget

Program Title/Artist: _____

Person Completing Form: _____ E-mail: _____

Sponsoring Organization & Committee: _____

Co-Sponsoring Organization: _____

Type	Expenditure	Detail/Qty.	<i>Costs/Responsible Party</i>		Total
			Org. #1	Org. #2	
Performance	Contract-Headliner				
	Contract-Opener				
	Contract-Production				
	Contract-Middle Agent				
	Other:				
		Subtotal			
Printing	Tickets				
	Programs				
	T-shirts				
	Other:				
		Subtotal			
Labor	Security-College	_____ @ \$18/hr.			
	Security-Lynchburg	_____ @ \$22/hr.			
	A/V Techs				
	Other:				
		Subtotal			
Travel	College Vehicle	\$15 daily x _____			
	Ground (Airport)				
	Mileage	.38/mile x _____			
	Lodging				
	Other:				
		Subtotal			

Production	Facility				
	Sound				
	Video				
	Lights				
	Risers/Tables/Chairs				
	Set Up (ex: tarp)				
	Clean Up (ex: tarp)				
	Decorations				
	Other:				
		Subtotal			
Catering	Committee Groceries				
	Artist Hospitality				
	Artist Meals				
	Other				
		Subtotal			
Other					
		Subtotal			
	Total Expenses				