

Program Proposal

Program Title/A	rtist:					
Date for Program	n:	Time:		Projected Attendance:		
Facility:			Rain Location:			
Committee Chair	r:			E-mail:		
Total Budget: _		Co-Sponsorin	ng Organi	zation:		
Planning Che	e <i>cklist:</i> (Initial	& date when	comple	ted)		
	Scheduled date,	time, location	(rain da	te, time, location)		
	Budget Proposal approved by Treasurer (attach copy)					
	Contract submitted (attach copy)					
	Catering/ Food Request (if applicable) (*must be done <u>3</u> weeks in advance*)					
	Equipment Request (if applicable) (may be found on rider and includes DJ)					
	Publicity Request submitted					
	Security and LPD requested (must be <u>1</u> month in advance)					
	Hotel and Travel arrangements (if applicable)					
	Vans requested (if applicable)					
	Other (trash can	ns, tables, chair	rs, etc.)			
<u>Signatures:</u>						
Committee Chair	r	Date	Orga	anization President	Date	
Treasurer	Dat	ee	 Dire	ctor of Student Activities	Date	



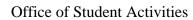
Offer Sheet

Title of Program/Artist:					
Opener:					
Date of Program: Time:					
Agent/Middle Agent:	Phone:				
Address:	Fax:				
***Include copy of contract and rider with offe	er sheet				
Contract Fee:					
Includes (<i>check all that apply</i>): ☐ Opener ☐ 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:					



Program Budget

Program Ti	tle/Artist:					
Person Completing Form:			E-mail:			
Sponsoring	Organization & Committee	::				
Co-Sponso	ring Organization:					
Туре	Expenditure	Detail/Qty.	Costs/Responsible Party Org. #1 Org. #2 Total			
Performance	Contract-Headliner	Dotain Qty.	01g. #1	Org. #2	Total	
	Contract-Opener					
	Contract-Production					
	Contract-Middle Agent					
	Other:					
		Ordetedal				
D.:		Subtotal				
Printing	Tickets					
	Programs					
	T-shirts					
	Other:					
Labor		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			