**FOR INTERNAL USE ONLY**



**Artist/Speaker Information**

**Complete and email to Katie Jackman (****kkthomps@samford.edu****) with applicable**

**Artist/Speaker riders, addenda, diagrams, and other information**

**Name of Artist/Speaker**:

**Artist/Speaker Agent** **(if any; include contact info):**

**Event Name(s) and Description**:

**Event Date(s) and Time(s)**:

**Samford Event Venue**:

**Topic of Address or Presentation:**

**Amount(s) & Dates of Samford Payments; Name of Payee:**

**Artist/Speaker Email:**

**Artist/Speaker Mobile Phone:**

**Artist/Speaker Mailing Address (no P.O. Box):**

**Samford Contact Person, Email and Phone:**

**Sponsoring Samford Unit:**

**Is the Event Ticketed? Yes / No (circle one). If yes, is revenue split? Yes / No**

**If yes, describe:**

**Will Samford Reimburse Travel-Related Expenses? Yes / No (circle one)**

 **If yes, check or complete appropriate items: number of persons in travel party \_\_\_;**

 **flights \_\_\_\_ (departing airport \_\_\_\_\_\_\_\_\_\_\_\_\_); mileage \_\_\_; rental car \_\_\_;**

 **Uber/Lyft/ Taxi \_\_\_; meals \_\_\_; hotel \_\_\_\_\_\_ (number of hotel nights \_\_\_);**

 **other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will Samford Manage Event Marketing or Ticket Sales? Yes / No (circle one).**

 **If yes, describe:**

**Instructions Regarding Artist/Speaker Merchandise Sales:**

**Has Artist/Speaker appeared at Samford before? Yes / No**

**Special Instructions:**