



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?**