# Student Life Contract Request Form

Print Form

## Requestor Information

Name

Email

Organization

Phone Number

All information must be filled out completely and correctly. This form must be turned in to the Student Life Office (SAB20) at minimum 4 weeks prior to the event date to be processed. Any performer, vendor, or service provider must have a contract completed with the University prior to any performance, show, or activity. Requests that are incomplete or late will not be processed. You can schedule an appointment with Wendy Gochenour or the Student Life Compliance Intern if you need assistance in completing this form.

## Vendor Information

Performer/Agency Name (Vendor)

Address

Vendor Email

Phone Number

Fax Number

☐ This vendor has contracted with the University of Illinois Before

## Contract Information

Please provide a brief description of the Services to be provided. (ex: Comedian, DJ, Airbrush pillowcases etc.)

Event Title

Performance Date

Start Time

Location

☐ This location has been confirmed by Student Life

Negotiated Fee

Source of Funding

Length of Performance

Check Payable to

Please attach all necessary tax and liability forms that apply

☐ W-9 Attached

☐ Certificate of Liability Insurance Attached

☐ U of I Vendor Form Attached

☐ Hotel Needed?

If Yes, how many rooms?

Name for Reservation

Requestor Signature

Organization Advisor Signature

Received on: _____ Received by: _____ Processed: _____

Approved on: _____