

**FOR INTERNAL USE ONLY**



**Complete and email to Katie Jackman ([kkthomps@samford.edu](mailto: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:**

**Samford Payment Information**

**Amount(s):**

**Dates:**

**Preferred Method of Payment (choose one):**

**Check**

**ACH Direct Deposit**

○ **If Check:**

**Name of Payee:**

**Mailing address for check:**

○ **If ACH Direct Deposit, please provide Accounting with voided check or letter from Artist/Speaker with ACH transfer information**

**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:**