

INFORMATION REQUIRED FOR SPONSORED / ENDORSED EVENTS

This info is used to generate contracts, insurance requirements, and estimates for non-college events. Submit this form to Piper Foreso at pforeso@smith.edu. For questions, please call Piper at ext. 2179.

Your Name _____ Dept _____
 Phone _____ e-mail _____

EVENT

Name _____
 Type (concert, lecture, etc.) _____

Date(s)*	Time(s)*	Space(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Clients often request time for an event and don't include setup, decorating, rehearsal, etc. times. All dates and times that clients access Smith space must be identified in their contract so that insurance is in effect. **Please include** all rehearsals, setup, decorating, sound checks, etc. above and in the R25 reservation.

R25 reference number _____
 Food served (Y/N)? _____
 Alcohol served (Y/N)? _____

DEPARTMENT

Fees (space rental, custodial, equipment, security, catering, etc.):

- Fees absorbed by your department:

- Fees absorbed by client:

Estimated attendance (to determine custodial costs) _____
 Who is the department liaison? _____
 Who is the on-site coordinator? _____

CONTRACT

Name of Organization _____
 Address of Organization _____
 Name of Person Signing Contract _____
 Organization Contact (if different) _____
 Contact's Phone _____
 Contact's e-mail _____