

CONTRACT INFO SHEET

This contract cannot be used to pay UC Employees (faculty, staff, students)

CONTACT INFORMATION			EVENT INFORMATION		
Organization / Department Name			Event Name		
Contact Name			Event Date	Event Time From	Event Time To
Contact Telephone Number ()	Contact Email		Event Location		
Organization Box Number or Departmental Mail Code	Contract Delivery Method (check one) <input type="checkbox"/> Mail <input type="checkbox"/> Pick up from UEO		UCSD To Provide (check all that apply) <input type="checkbox"/> Sound <input type="checkbox"/> Lights <input type="checkbox"/> Stage <input type="checkbox"/> None		
PAYMENT INFORMATION			ARTIST INFORMATION		
Check Payable To			Name of Artist / Speaker / Group		
Address Line 1			Amount to be Paid	Services to be Provided	
Address Line 2			Equipment to be provided by the Artist		
Payee Telephone Number ()	Social Security No. / Federal Tax ID No.		Category (Check one) <input type="checkbox"/> Band <input type="checkbox"/> Speaker <input type="checkbox"/> DJ <input type="checkbox"/> Other Music <input type="checkbox"/> Comedian <input type="checkbox"/> Dance Co. <input type="checkbox"/> Other:		
Is Payee a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", Visa Type and Number		Performance Time From	Performance Time To	
Is Payee a UC Employee <input type="checkbox"/> Yes <input type="checkbox"/> No	Is Payee a Student Organization Principal Member <input type="checkbox"/> Yes <input type="checkbox"/> No		Notes / Special Conditions		

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