

Please note that this contract is not valid until signed by the Director of USG Events Management Staff in SAC 202.



UNDERGRADUATE STUDENT GOVERNMENT EVENTS MANAGEMENT CONTRACT

Undergraduate Student Government
 Student Activities Center, Suite 202
 SUNY Stony Brook
 Stony Brook, NY 11794-2800
 (631) 632-6460

Date of Requisition

The following information must be submitted at least **10 business days** in advance of the date of your event. Any contracts submitted after 10 business days will be charged a late fee as follows. Contracts submitted **within 10 business days** will be charged a late fee of \$75. Contracts submitted **within 4 business days** of the event will be charged \$100. This form does not guarantee security coverage. After this written request is received, the head of security or his/her designee will set up a meeting to finalize and confirm security arrangements. Signing this contract shows an agreement of all policies and terms of Events Staff Management.

Name of Club/Organization/Team:	Account #:	FUNDING SOURCE: (Select One)
		<input style="width: 100%;" type="text"/>
Campus Address:	Contact Name and Number:	Other: <input style="width: 100%;" type="text"/>

Type of Payment: Type of Event: Other:

Name of Event:

Date of Event: Time of Event: Start: End:

Location of Event: Facility Reservation made?

Number of tickets being sold: Are you selling tickets the night of the event?

Method of ticket sales (check all that apply):

- Advanced. Name of outlet:
- Day of sales at ticket office
- Wristbands (\$30 charge per 500/ppl)

Are you a USG group?

Authorizes Signatures:

Events Management Director: _____ Date: _____

Club Officer: _____ Date: _____

DESCRIPTION OF SERVICE (Be complete)	QTY. (A)	X	UNIT COST (B)	TOTAL (C)
Officers				
Supervisors				
Total Payment Due				

Cancellations must be done by 4:30pm two (2) business days prior to the event by e-mail as per the cancellation policy.