



### Performer Solicitation Form

When contracting with a performer to participate in an event or activity on the OSU campus it is required that you secure a written agreement with said performers. This contract must include and disclose all agreements including any artist technical writer, etc. This document must be available to the facility that the event is being held in a minimum of three weeks in advance of the activity. The following is provided as a template to utilize in creating this document:

Re: Authorization to make offer to \_\_\_\_\_ (“Artist”)

By this letter, the \_\_\_\_\_ (sponsoring organization) hereby authorizes \_\_\_\_\_ (individual name) to make an offer on its behalf to the \_\_\_\_\_ (performer), to perform at \_\_\_\_\_ (the “Event”).

The \_\_\_\_\_ (name of event), is a \_\_\_\_\_, held at \_\_\_\_\_ open to the public. Event begins at \_\_\_\_\_. There will be \_\_\_\_\_ (detailed description).

\_\_\_\_\_ (Organization) makes this offer in good faith. Should Artist accept \_\_\_\_\_ offer, organization will initiate a written contract to be executed by \_\_\_\_\_ an authorized contract officer for \_\_\_\_\_ and Artist. Such contract will contain additional terms and conditions which include additional provisions regarding compliance with applicable law, indemnity, responsibility for damages, insurance and termination, etc. Artist shall have no obligation to perform and \_\_\_\_\_ shall have no obligation To pay until such contract is fully executed.

Be advised, as this event is being held at Oregon State University (OSU) and that OSU is an agency of the State of Oregon and as such, must comply with the guidelines set forth by the State of Oregon Liquor Control Commission and in the Oregon Administrative Rules for Alcohol Service. Alcoholic beverages served at any Event on the OSU campus are limited to beer and wine provided by a vendor approved through OSU’s Risk Management Office and served only in a specifically designated area of the venue. NO outside alcoholic beverages are permitted outside said designated area. All enforcement agencies including, but not limited to the Oregon Liquor Control Commission and Oregon State Police may access any area of the venue at any time to enforce such guidelines.

OSU promotes cultural diversity, awareness, and sensitivity throughout the campus community and, through its programs, builds and supports an environment responsive to the diversity of groups represented at OSU. OSU makes this offer to Artist with the expectation that Artist understands this principle and will make its best efforts to deliver a performance that respects and upholds this ideal.

Respectfully,