



1000 N Main St
Findlay, OH 45840-3653

1-800-472-9502
www.findlay.edu

(Date)

(Addressee)

(Address)

(Address)

Dear _____,

The University of Findlay's _____ is excited to host _____ on _____.

Attached is a copy of the University of Findlay's Contract and Rider for Campus Performances. A W-9 form has also been attached. Please return completed and signed University of Findlay Contract and Rider and W-9 to _____.

The University of Findlay's policy is that no outside contracts or riders may be signed until the above requested information has been completed and returned. It is also the University's policy that all required paperwork is signed, completed, and returned prior to any and all payments being made at the conclusion of services contracted.

In addition to returning the above-mentioned paperwork, if you have not already done so, please provide the following: performance tech rider, stage plot, bio for press releases, an intro for the night of the performance, and high resolution .jpeg photos that can be used for on and off campus public relations.

Thank you in advance. If questions arise, please call _____ or email _____.

Sincerely,

Student Representative

Faculty or Staff Advisor