

This questionnaire gathers the essential information needed for **Business Contracts** (Procurement Services) to initiate a performance agreement with the artist on behalf of the department. If the performer does not have a valid certificate of insurance, the department is responsible for either:

1. Working with the artist to acquire insurance, or
2. Receiving a UCR [Risk Management](#) waiver approved through the risk portal.

Email the completed questionnaire to **buscon@ucr.edu**, and Business Contracts will draft the performance agreement.

UCR Department:

Type of Performance

(e.g., Dance, Live Music, Speaking Engagement):

Location of Performance:

Is this a Student Performer? Yes No

Is this a UCR Faculty Performer? Yes No

Is this a Virtual Performance or an Onsite Performance? Virtual Onsite

Name of Performer (Name should match the tax forms):

Name of Performer's Agent (if applicable):

Date of Performance:

Duration of Performance:

(e.g., 1 hour from 2:00 pm to 3:00 pm)

Will this be an audience interactive performance? Yes No

What will UCR be providing for the performance?

(e.g., microphone, laptop, instruments, etc.)

What will the Performer be providing?

(e.g., instruments, props, etc.)

What time should the Performer arrive before the performance?

(e.g., performance is at 12:00 pm, performer to arrive at 11:30 am)

How long will rehearsal time be (if any)?

Who will be paid (Performer or Agent)?

(Name should match the W9 form)

How much will the payment be?

Does the Performer carry insurance? Yes No

Will Travel Arrangements be paid for by UCR? Yes No

(If travel is provided, please include details below)

- **Hotel stay duration (dates & length of stay):**
- **Airline information:**
- **Uber/Lyft transportation details:**

Additional Notes: