



OFF CAMPUS EVENTS FOR UIW ORGANIZATIONS
A 7-day advanced notice is needed for booking

Event _____ Location _____
Date _____ Time _____
DJ(s).requested _____ Emcee Yes No
Music genre(s) requested _____ Attire _____
From Acct# _____ To Acct # _____

(Please confirm via email to mcdonnel@uiwtx.edu when the funds have been transferred)

Every effort will be made to provide the requested DJ. If that DJ is not available for your event, it will be at the discretion of KUIW to send the next available DJ to fulfill this contract. Payment is due either in advance or on the day of the event or on a date agreed upon by the client and the DJ Services Manager personally. If the client cannot make payment the day of, they have 24 hours to make due. If not paid in full on this day, the client will be charged + \$5 a day after this 24-hr period has expired. The DJ has the right to refuse service until payment is made or a payment date has been reached between you, the client and the DJ Services Manager. The client has the right to request a copy of this contract.

\$35 /hr with a minimum of 2 hours

I (we) _____ are requesting KUIW DJ Services
(Print name and or organization)

for _____ hours at \$35 per hour. Total _____

Date to be paid by _____

Client Contact Information

Name _____

Phone _____

Email _____

Signature _____

Date _____

Received by KUIW DJ Manager

Date _____

General Manager: Hank McDonnell
210-283-5042
mcdonnel@uiwtx.edu

