

UNIVERSITY OF CALIFORNIA, MERCED
PRELIMINARY INFORMATION FORM
 FOR POTENTIAL BUSINESS AGREEMENT

PARTIES TO THE AGREEMENT

Initiating Unit: The Office of Student Life	Other party to Agreement:
UC Merced contact person:	Other party contact person:
Campus Address: Office of Student Life 5200 N. Lake Rd Merced, CA 95343	Other party address:
Phone Number: FAX Number: 209.228.7618 e-mail:	Phone Number: FAX Number: e-mail:
Is the Other Party: a UC employee? a near relative of a UC employee? a business owned or controlled more than 10% by a UC employee or by a near relative of a UC employee? () Yes () No	

EXPLANATION AND JUSTIFICATION

Explain the nature and purpose of the agreement:

Describe how this agreement will benefit the University or relate to the University's mission of teaching, research and public service:

TERM AND FINANCIAL INFORMATION

Period of Agreement: From: _____ To: _____	Will generate () revenue () expense Total Amount \$ _____ <small>Attach Payment Schedule if Applicable.</small>
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If agreement will generate revenue, indicate the proposed disposition of the income:

If agreement will entail University expense, indicate the funding source to be charged:
Acct # 682400 2A 20280
 (If contract or grant funds, attach evidence of agency approval.)

OTHER INFORMATION

Please attach a list of terms and conditions to be included in the agreement.

APPROVAL

Unit Head: Signature: Title: Date:	Budget Approval * Signature: Title: Date: <small>* MSO, Budget Director or Controller; Budget Director or Controller must sign if agreement is over \$25,000 or crosses fiscal years.</small>	Cognizant Principal Officer:** Signature: Title: Date: <small>**Programmatic Review Official (Dean, Vice Chancellor or Chancellor)</small>
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Preliminary Information Form Continuation Sheet

- 1.) What type of performer is this? Singer, musician, actor, etc. What kind of music do they play?

- 2.) Is this for an event?

- 3.) Where will the performance occur?

- 4.) Is the University providing any equipment, services, etc., in connection with the performance?

- 5.) Is the Artist providing any equipment, etc., for the performance?

- 6.) Are we charging admission? If so, how much?

- 7.) Does the Artist have an agent?

- 8.) Does the Artist have a designated representative (that would be someone who is not an agent, but who has authority to sign on behalf of the band- often one of the band members).

- 9.) Should the check be made payable to the band name, or to the designated representative? Or to the agent, if acceptable?