

PERFORMER QUESTIONS

- ✓ Are you available on (date) the night of our event?
- ✓ What types of performances/shows do you provide?
- ✓ How long have you been in business/performing?
- ✓ Do you have event/liability insurance and can you provide a current certificate?
- ✓ Is there a video/DVD we can view, or an upcoming performance we can attend?
- ✓ Have you ever worked at a dry grad event or for a teenage audience?
- ✓ What is the cost of your performance/show? Are there any additional costs associated with a late night performance?
- ✓ Do you supply everything, if not what do we need to provide?
- ✓ What are your technical requirements?
- ✓ How long do you need for teardown (important if there is another performance before/after this one)
- ✓ How much space do you need, what size of footprint?
- ✓ Do we need to provide food/refreshments and/or a green room? (a room for them to change, refresh, rest etc, a private space)
- ✓ Will you personally handle our event? If not, who would my main contact person be, and what is their direct contact information, including a cell phone number?
- ✓ May we see a copy of your standard contract?
- ✓ What are your payment terms – do you require a deposit and if so, how much and when is it due? What is your cancellation policy?
- ✓ When would the balance owing be due? Is there a discount applicable if we pay by cash or cheque, rather than by credit card?
- ✓ Can you provide three references?

Try to provide the following event details to the supplier; it will assist them in quoting:

- ✓ The event date/timing, venue, specific location within the venue where the performer will be located.
- ✓ The group size (base this on the size of grad class and allow 10-15% extra for guests, plus the number of anticipated volunteers – 15% of the total guest number)
- ✓ The call time/performance time (how long do you need the supplier to perform)