How to Access Funding for Entertainment
(Speakers, DJ’s, or other individuals who are providing a service for your organizations event)

At least two months before the event, or as soon as possible once funding is received begin the following steps:

- Begin discussing payment with the person(s) you will be contracting service with
  - What is their estimated cost to speak/perform at your event
  - Assess whether or not they will agree to a flat fee for the engagement, or if they will require reimbursement for travel and lodging
  - How and where will they be traveling from?
  - Discuss possible dates and times so that you can then move to secure a venue for the event

- Secure a venue
  - Options include:
    - Maucker Union
    - Lang Hall Auditorium
    - Lawther Field/Outdoor space
    - Academic Buildings
    - WRC
    - Rod Library
    - Gallagher Bluedorn: (319) 273-3660
    - Spaces near campus:
      - Westley Threhouse (319) 266-4071
      - St. Stephen the Witness Catholic Student Center (319)-266-9863

- At least one month prior to the event date and after completing steps above, contact Pam Creger at pamela.creger@uni.edu to schedule an appointment to discuss and prepare a Contract for Services for your entertainment