

STUDENT ACTIVITIES OFFICE BID FORM

Date:

Student Group:

Student Contact Name:

Student Activities Staff Name:

Vendor/Artist/Company Name:

Vendor/Artist/Company Email:

Vendor/Artist/Company Website:

Fee:

Program Details:

- What is being provided?
- How long is the performance or lecture? *Minimum performance standards for music/dance (60 min). Minimum standards for lectures (45 min, plus 15 Q&A).*

Check all included in fee:

- Travel
- Lodging
- Meals
- Insurance policy

On behalf of Bowdoin College, I hereby authorize a bid of **X,000** US dollars to **VENDOR/ARTIST/COMPANY** to **perform/speak** at Bowdoin College in Brunswick, Maine on **DATE OF EVENT**. The **performance/lecture** will be at **START TIME** and a **minimum of XX minutes**. The event will be free of charge and open to Bowdoin College students, faculty and staff.

This bid is a flat fee inclusive of transportation to and from Bowdoin College and lodging on night of event; payment will be given after completion of the event. **[SELECT ONE] The College will pay for the production of this event through a local company/ the College will provide production for this event.** This event will take place inside **LOCATION** at Bowdoin College. **Artist will need to provide Certificate of Insurance for \$1,000,000 prior to performance – required for all music and dance performances.**

This offer is subject to the ability of Bowdoin College to fulfill any and all **Artist's/Lecturer's** rider requirements. Contracts are not legally binding until approved and signed by a Bowdoin College authorizing official.

Unless accepted, the offer **expires on Friday, March 18, 2023 at 5:00PM EST – we usually give two weeks from date of bid submission.**

Best regards,

staff member signature

staff member name