

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 Threehouse (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