

**How to Access Funding for Entertainment**  
**(Speakers, DJ's or other individuals providing a service at your organization event)**

- **At least two months prior to the event**, or as soon as possible once funding is received begin the following steps:
  - Begin discussing payment with the person or agencies you will be contracting service with. Some points of discussion are as follows:
    - Estimated cost to speak/perform or provide services
    - Discuss payment terms (whenever possible seek to agree on a flat fee for the engagement without separate reimbursement for travel and lodging expenses)
    - Secure a date and time for the event so that you can make reservations for the venue you will use for the event
- Secure a venue. Options include:
  - Maucker Union
  - Lang Hall Auditorium
  - Lawther Field/Outdoor spaces
  - Academic Buildings
  - WRC
  - Rod Library
  - Gallagher Bluedorn Performing Arts Center (GBPAC)
  - Spaces near campus
    - Threehouse (319)266-4071
    - St. Stephen Catholic Student Center (319) 266-9863
- **At least one month prior** to the event date **and after completing the steps above**, contact the Office of Student Involvement secretary (contact information can be found at [involvement.uni.edu](http://involvement.uni.edu)) to schedule an appointment to prepare a Contract for Services for your entertainment provider