



Cornell University
Office of the Dean of Students

Student Activities Funding Commission (SAFC)

Cornell University
401 Willard Straight Hall
Ithaca, NY 14853-2801

Telephone: 607 255-9610
<http://orgsync.rso.cornell.edu/org/safc/home>
E-mail: tle2@cornell.edu

Letter of Intent for Speakers/Performers

THIS LETTER IS NOT A FORMAL OFFER OR CONTRACT

Student organization name _____

Person representing organization _____

Title within organization _____

Phone number _____ fax _____ email _____

Name of agency _____

Person representing organization _____

Phone number _____ fax _____ email _____

Name of speaker/program _____

Date of program and nature of event _____ location _____

Suggested engagement fee \$ _____ **TOTAL estimate of program \$** _____

To Agency

The above named organization is interested in submitting an offer for the speaker/program listed above. By signing this letter of intent, you are verifying that the information above is accurate, and the speaker/program is available and willing to participate in a program with the student organization on the date listed above, and for the price listed above. **THIS LETTER IS NOT A FORMAL OFFER OR CONTRACT.** This letter will be used by the Cornell University Student Activities Funding Commission (SAFC) to verify that the student organization has in fact solicited the services of an agent for the program, and the speaker/program is, in fact, available.

The above named organization is an independent student organization and it neither a unit of Cornell University nor an agent of Cornell University. The above name organization is not authorized to commit Cornell University contractually and therefore this agreement does not contain the commitment of, and is not in any manner binding upon or enforceable against, Cornell University.

To Student Organization

By signing this letter, you understand that this is not a formal offer or contract. After obtaining the signature of the Agent, this letter should be turned in to the SAFC for consideration of funds allocation for this specific program. If funds are allocated for the program, you should contact the Agent immediately to discuss further details and request a contract. **PLEASE NOTE:** SAFC can not pay any Cornell Staff, Faculty or Students for any services provided.

Both the Agency and the student organization understand that if the student organization does not receive sufficient funds to sponsor this event, then the student organization will not submit an offer unless they can provide funds from additional resources.

For the student organization

Signature of organization representative

Print name

Date

For the agency

Signature of agency representative, speaker or performer

Print name

Date