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**Student Activities & Greek Affairs**  
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## Bid Form for Speakers/Performers

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**For Student Organization:**

Registered Student Organization \_\_\_\_\_

Student Representative \_\_\_\_\_

Student Representative Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Program/Event \_\_\_\_\_

Purpose of Program/Event \_\_\_\_\_

Program/Event Location \_\_\_\_\_ Date of Program/Event \_\_\_\_\_

**For Speaker/Performer/Agency:**

Name of Speaker/Performer/Agency \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Engagement Fee \$ \_\_\_\_\_

The above named student organization is interested in submitting an offer to the speaker/performer/agency listed above. By signing this bid form, you are verifying that you are available and willing to participate in a program with the student organization on the above listed date and for the above listed price. **THIS IS NOT A FORMAL OFFER OR CONTRACT.** This form will be used by the Loyola University Chicago Unified Student Government Allocations Committee to verify that the student organization has requested the services of a speaker/performer/agency and received pertinent information to host a program/event. A Student Activities & Greek Affairs representative may contact you to verify the above information.

\_\_\_\_\_  
Signature of Speaker, Performer, or Agency Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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