

KSLU MOBILE DJ REQUEST FORM

The KSLU Mobile DJ Team (MDT) was developed to fulfill requests for DJ's and music at events on campus. THIS IS A REQUEST FORM...NOT A CONTRACT.

Filling out this form does not guarantee that a DJ will be available.

Prices: \$35 per hour

\$140 for up to four hours of music

\$20 for each additional hour over four hours (billed on hour increments)

Set Up: 15 min. will be allowed for event set up and take down which is already included in the price.

If more time is needed for set up/tear down, an extra \$25 will be added.

Off Campus Events: If an event is scheduled off campus and a Mobile DJ is available, there will be an additional fee of \$25 for extra loading time.

KSLU must receive this form twelve (12) days before the event ***with payment*** to be eligible for booking. If a request form is received less than twelve days prior to the event, a **\$40 late fee** will be assessed. Upon failure to submit payment with form and/or event, KSLU reserves the right to cancel your event at our discretion. DJ availability varies and is on a first-come first-served basis.

Attach payment to this form and (1) drop off at KSLU in the folder on the GM's door (or)

(2) Drop this form in the mail slot located to the left of the KSLU main entrance.

NOTE: Payment must be submitted to KSLU first NOT to Student Life

A NOTE ABOUT MUSIC: KSLU prides itself on featuring undiscovered College Oriented Music and therefore does not often have the ability to fulfill "requests" for mainstream commercial music. **Clients are strongly encouraged to provide their own music** for a diverse selection for your event. We will provide CD players, sound system, and a microphone for announcements. Please add comments below that may help us fulfill your event needs.

Any questions regarding playlists or equipment should be directed to the MDT Manager Matt Phillips @ Phillimk@slu.edu or by phone @ 636.675.4214. As always feel free to contact the KSLU GM Courtney Nelson by phone @ 262.389.5699

Form of payment: `CHECK `IDO `OTHER

Amount Enclosed: _____

Name of organization: _____

Contact Name: _____ Phone #: _____

Email: _____

*****EVENT INFORMATION*****

Event Location: _____ Date of Event: _____

Description of Event: _____

Music Start Time: _____ Music End Time: _____

Setup Time: _____ **Is Power On Site?** _____

(If power is not available, it will have to be arranged by you through Event Services.)