

SAMPLE BID LETTER

Your Group Name
Northwestern University
1999 Campus Dr., Suite 3H
Evanston, IL 60208
Phone: XXX-XXX-XXXX
Fax: 847-467-6878

Date

Contact Name
Organization
Address
City, State, Zip Code
Phone number
Fax number

Dear <First Name>:

We write to request that you send us a proposed written contract with Northwestern University for the closed college performance of the Artist Name at Location on Date, for the amount of \$_____ as headliner for Group Name of Northwestern University. Expected attendance is approximately _____. Ticket prices are not to exceed _____. Time of performance will be from _____ to _____.

Contract subject to mutual agreement of all terms of contracts and riders subject to review and approval of Northwestern University officers; <Your Group Name> is not authorized by Northwestern University to enter into a contract agreement. If contract is mutually accepted and approved, contracts and riders must arrive on campus no less than 45 days before the event in order to ensure prompt processing and payment.

Please respond by _____.

Your Name
Position
Group Name
Northwestern University

Advisor Name
Northwestern University
Center for Student Involvement