

Date Submitted: \_\_\_\_\_

Request Invoice #: \_\_\_\_\_

## **TRAVELER REQUEST FORM**

***This form when signed by both parties will serve as an official contract***

<b>SUBMIT TO:</b>	<b>Joanne Asman</b> <b>Asman &amp; Associates, LLC</b> <b>1410 W. Morningside Drive</b> <b>Burbank, CA 91506</b> <b>(818) 842-8444 • Fax: (818) 842-8445</b> <b>e-mail: jsa@asmanj.com</b>	<b>OR</b>	<b>Cynthia Brass</b> <b>Lyon Recreation Center</b> <b>USC University Park</b> <b>Los Angeles, CA 90089-2500</b> <b>Tel: (213) 740-9252 Fax: (213) 740-1025</b> <b>e-mail: brass@usc.edu</b>
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**GROUP SPONSORING EVENT:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
*(Name, address, phone, e-mail and or fax number)*

**Date(s) of Event:** \_\_\_\_\_

**Performance Time:** From: \_\_\_\_\_ to \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Brief Description of Purpose and Program:**

**What do you want Traveler to do?**

**Number of people Expected at the Event:** \_\_\_\_\_

**Appearance Fee:** \$1800 plus transportation \$ \_\_\_\_\_. (\$500 Non Refundable Deposit with Booking.)

**Final Payment (Due before Date of Appearance):** Cash \_\_\_\_ Check \_\_\_\_ Credit Card \_\_\_\_  
Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ 3 Digit CVV # \_\_\_\_\_

**\*\*Signature of Requesting Party:** \_\_\_\_\_

**FOR COMMITTEE USE ONLY**

**Joanne Asman's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cynthia Brass Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_