

# Bulls Radio DJ Request Form

## Bulls Radio DJ Request Form

Bulls Radio is an agency of Student Government and offers DJ services to the USF Tampa campus. If you would like a DJ for your event please complete the form to follow. DJ services will be confirmed no later than 10 business days before your event. DJs will be assigned on a first-come, first-served basis.

Please note that all DJ services must be requested at least two weeks prior to your event.

If you have any questions please reach out to Raheem Smith at raheemsmith@usf.edu

Form works best when used in Mozilla Firefox and Google Chrome, do not use Internet Explorer.

## University Affiliation

Are you affiliated with the University of South Florida? [Required]

Valid input:

- Select only one choice.
- must select a value.

YES

NO

## Non-Affiliated Department

Thank you for your interest in Bulls Radio. As an entity of USF Student Government we are only able to serve organizations that are a part of the USF Community. We apologize for any inconvenience.

Go Bulls!

## Affiliated USF Organization

Contact Name [Required]

Contact Email Address [Required]

Valid input:

- name@myschool.edu

Contact Phone Number [Required]

Preferably the individual that will be present at the event.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Are you funded by Activity & Service Fees? [Required]

Valid input:

- Select only one choice.
- must select a value.

YES - Department

YES - Student Organization

NO

Name of the Event [Required]

What is the date of your event? [Required]

Location of the event [Required]

Please select your power needs: [Required]

- I (event organizer) will provide power for the DJ.
- The DJ should supply a generator for power.
- I am not sure at this time.

What time does your event begin? [Required]

Please know that Bulls Radio will arrive to set up 30 minutes prior to your event starting.

What time does your event end? [Required]

Please describe desired music selection for the event. Include any specific songs that you would like to be played. [Required]

We cannot promise that all requested songs will be played during the event, however, we will do our best to accommodate. We will work to find all songs that do not violate FCC requirements.

Do you need a microphone for the event? [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No
- Unsure at this time

Do you have a preferred DJ?

Please provide any additional information

## A&S Funded Departments

Please select your department/office [Required]

Valid input:

- Select only one choice.
- must select a value.

- New Student Connections
- Center for Leadership and Civic Engagement
- Student Affairs Shared Services
- Veterans Success
- Marshall Student Center
- Office of Multicultural Affairs
- CSIFSL
- Campus Recreation
- Student Disabilities Services
- Student Government Advising
- Student Business Services
- Student Government (all branches/depts.)

## Non-A&S Funded Departments

In order to generate an invoice for the DJ services, please fill out the questions below. If payment will be made via departmental transfer, please provide the chartfield information. If payment will be made by check, payment information will be provided to you on your invoice.

You are responsible for payment of services.

For Bulls Radio DJ services it is \$20 per hour for non-A&S funded departments.

Please enter the name of your department/office/organization. [Required]

Please provide us with your dept/org address [Required]

Please select how you would like to pay: [Required]

Valid input:

- Select only one choice.
- must select a value.

Interdepartmental Transfer

Invoice

USF Foundation

## Non-A&S Funded Departments

Please enter chartfield FUND [Required]

Please enter chartfield DEPARTMENT [Required]

Please enter PRODUCT [Required]

## A&S Funded Student Organization

Please enter the name of your Student Organization [Required]