

WKUF – LP 94.3 DJ/ Event Request Form



Name of Organization: _____

Contact Person: _____

Contact Email: _____ Phone: (____) ____ - _____

Event Name: _____

Event Location (if off campus, full address must be provided):

Event Date: _____ Start Time: _____ am pm End Time: _____ am pm

Are you a KSG funded group? Yes No (Please see back of form or WKUF website for cost information)

Special Requests (music genres, lighting, etc.):

This form must be emailed to wkuf@kettering.edu or be turned in to Student life Office a minimum of one week before the event!

Event Cost Information

Because WKUF does not receive financial backing from Kettering, only Kettering Student Government, WKUF-LP is now charging for DJ services as follows:

Student groups not receiving Student Government funds:

\$20/ hour – 2 hour minimum

Departments requesting events on campus:

\$200/ event up to 2 hours

\$50/hour for each additional hour or portion thereof

All off-campus events:

\$225/event up to 2 hours

\$50/hour for each additional hour or portion thereof

The two-hour minimum includes set up and take-down times, payment is to be received **PRIOR** to the event. The preferred method is check payable to WKUF. Kettering departments can also make a direct transfer to account 320043. Should payment not be received, DJs will not come to handle you event. **It is your responsibility to be sure payment is received!**