

Contracts must be submitted to the Office of Student Leadership & Service or Office of Multicultural Programs & Services office 4 WEEKS prior to the date of the event.

Contract Review Cover Sheet for SGA Student Organizations

Complete one form for each contract

Sponsoring organization: _____

Organization contact person: _____

Organization contact phone: _____

Organization contact email address: _____

Name of vendor/ performer: _____

Circle one: vendor performer speaker site

Vendor/Performer/Agency/Company contact person: _____

Contact phone: _____ Contacts Fax: _____

Contact Email: _____

Date/ time of event: _____

Location of event: _____

For the Event Planner for the Organization:

You must request a security estimate for all Artists, Speakers, and Performers. Please do so by visiting www.osls.emory.edu/security and answering a few questions. EPD will get back with you within one week of submission. Have you done this? Yes No

EPD Security Recommendation: _____

Have you reserved your location for the event? Yes No This contract is for the location

Additional Information that will assist our office in processing your contract:

For non OSLS staff members: Please send one copy of this form (not the contract) to the Director of the Office of Student Leadership & Service for records and notification.

