

Contracts must be submitted to the Office of Student Leadership & Service 6 WEEKS prior to the event.

## Contract Review Cover Sheet for SGA Student Organizations

Complete one form for **each** contract

Sponsoring organization: \_\_\_\_\_

Organization contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization contact email address: \_\_\_\_\_

Organization's Advisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

---

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](http://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:

---

---

---

---

---

---

Contracts must be submitted to the Office of Student Leadership & Service 6 WEEKS prior to the event.

---

---

**For the Treasurer of the Organization to Complete:**

Cost of the Vendor: \_\_\_\_\_ Current Payment Due Date: \_\_\_\_\_  
Is there a deposit required?  Yes  No If yes, due date: \_\_\_\_\_  
Will gratuity be applied? \_\_\_\_\_ (this typically only applies to hotel/banquet/catering contracts)  
Where is your funding coming from? Please be specific, indicate all sources, and amounts:

Are you requesting supplemental funding from an SGA Division?  Yes  No  
Have you written the bill?  Yes  No  
Have you gotten the funding/bill approved?  Yes  No

---

---

~~~~~  
We certify that we have consulted the Eagle Source for all information relevant to our event ([www.osls.emory.edu/eaglesource](http://www.osls.emory.edu/eaglesource)). Additionally, we certify that we have the money to secure payment for this contract. In the event that we do not, we understand that we will be responsible for all policies related to SGA, our Divisional Council, and Emory University related to repayment and generation of money to cover the debt.

**SIGNED:**

|                        |            |       |
|------------------------|------------|-------|
| _____                  | _____      | _____ |
| Event Organizer        | Print Name | Date  |
| _____                  | _____      | _____ |
| Organization Treasurer | Print Name | Date  |
| _____                  | _____      | _____ |
| Organization President | Print Name | Date  |

---

---

**OFFICE STAFF USE:**

Date contract was received: \_\_\_\_\_

Staff member assigned to contract: \_\_\_\_\_

| Check when complete:                                                        | Date: |
|-----------------------------------------------------------------------------|-------|
| <input type="checkbox"/> Reviewed by staff                                  | _____ |
| <input type="checkbox"/> Sent to Legal Counsel for review (if necessary)    | _____ |
| <input type="checkbox"/> Changes returned from Legal Counsel (if necessary) | _____ |
| <input type="checkbox"/> Changes sent to agency                             | _____ |
| <input type="checkbox"/> Contract changes and negotiations complete         | _____ |
| <input type="checkbox"/> Completed contract sent to agency                  | _____ |
| <input type="checkbox"/> Organization asked to pick up contract             | _____ |