

## Contract Worksheet for Student Organization Events

Must be completed and uploaded with Activity Form Submission in Boilerlink. A separate worksheet must be submitted for each party being hired

Name of Student Organization \_\_\_\_\_

Name/Date of Event \_\_\_\_\_

Student Organization Contact Name/email \_\_\_\_\_

Location of event: \_\_\_\_\_ Multiple locations?

Name of hired speaker/performer/coach/referee or other hired individual/group (provide legal name or company name):  
\_\_\_\_\_

### Contact Information of hired individual/group:

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Time/Date hired individual/group expected to perform services: (ex: Event is 12/1/18 from 8:00-5:00, speaker to speak 12/1/18 from 3:00-4:00) \_\_\_\_\_

Expected Services: (ex: DJ music for EOY event) \_\_\_\_\_

What is student organization paying hired individual/group: (Ex: paying honorarium plus travel, just paying honorarium or just paying travel expense)

Amount of honorarium: \_\_\_\_\_ Is amount all-inclusive?\*

*\*An all-inclusive amount is a lump sum given for travel and honorarium. If something is all-inclusive, the following questions regarding travel are not applicable. All-inclusive amounts are preferred.*

Is travel being paid by organization or reimbursing hired individual: \_\_\_\_\_

Maximum amount of reimbursable travel expenses org will cover: \_\_\_\_\_

What travel related costs will be covered?

Flight     Shuttle Service     Car Rental     Car Mileage: How many miles? \_\_\_\_\_

Hotel: How many nights? \_\_\_\_\_    Meals: How many meals? \_\_\_\_\_

**Does hired individual/group have their own contract? If so, it must be uploaded in BoilerLink with Activity Form. Please make sure all above questions are answered.**

Any Additional Information for contract (e.g., performer providing their own equipment, speaker will do a Q&A after speech, etc.):