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**Before completing this form please review the following:**

* Ensure the event/program venue(s) reservation is submitted and confirmed.
* All contracts must be completed **before** advertising and promoting the event.
* Allow at least 4 weeks for the contract to be processed (if it is an international contract must allow for 3 months to process the contract).
* Student Organization representatives are not permitted to sign contracts, contract must be signed by the official Student Organization adviser. Registered student organization are required to use a Minnesota State Approved contract.
* There is no pre-payment of contracts, no cash payments, therefore payment to vendors/speakers/performers will occur after the event and a check will be mailed.
* Student organizations must have sufficient funds in account(s) prior to any payments being processed.
* Contracts are formal binding agreements.
* **If you have any questions about the contract process please visit with the Student Organization Support Staff in the Department of Campus Involvement (Atwood Memorial Center 134).**

**Contact information**

Name: Click here to enter text.

Phone Number: Click here to enter text. Email address: Click here to enter text.

**Event information**

Event Name: Click here to enter text.

Date of event: Click here to enter text. Start and End Time of event: Click here to enter text.

Location (include rain site if applicable): Click here to enter text.

Description of event:

Click here to enter text.

How long will the contracted service be performing/speaking? Click here to enter text.

When should the performers/speaker arrive? Click here to enter text.

What will the performer/speaker be doing during your event? Click here to enter text.

**Payment Information**

Which student organization account will be charged for this event/program? (Please list a 900 or 334 account number) Click here to enter text.

Will this event be co-sponsored? If yes, please list the co-sponsor(s) and their accounts (900 or 334).

Click here to enter text.

How much will be charged? Please list the amounts and to which accounts those will be charged.

 Click here to enter text.

Make check payable to: Click here to enter text.

Email Address: Click here to enter text.

Address:

Click here to enter text.

Cell Phone Number: Click here to enter text.

Office/work Phone Number: Click here to enter text.

Social Security Number: Click here to enter text.

or

Federal ID Number (9 digit number): Click here to enter text.

State Tax ID Number (only applies to Minnesota based companies): Click here to enter text.