



What do you need to know before you continue?

1. **Will the event include any of the following (if so, you'll need additional insurance, contact [Mark Sorel](#)):**

A Parade, March/Walk | Aircraft or hot air balloons | Alcohol | Animals | Any activity by third party telemarketing, direct mail or internet advertising firms | Carnivals with mechanical amusement rides | Contact sports | Events lasting more than 5 days | Events with more than 500 people in attendance at any one time | Fireworks | Motorcycle runs or Automobile rallies | Political Rallies | Requirement to name performer as an Additional Insured | Rock, Hip-Hop or Rap performances with attendance greater than 500 | Rodeos

2. **Contact info for yourself and your club's onsite contact (if it's not you)**
3. **What is the estimated attendance?**
4. **Event: Name, Description & Location**
5. **Vendor contact info**
6. **What time:**
 - a. When does this contract begin?
 - b. When does this contract end?
7. **Will SA/your club be paying this entity?**
8. **The legal name and address of the vendor (must match the person or entity receiving payment as presented on their W9) and email address.**
9. **Is there already a W9 on file? (check with SA finance department)**
10. **Attach any documentation that your vendor provided, like a contract.**
11. **Description of the goods and/or services to be provided by the contracted entity.**
12. **Description of the services (if any) to be provided by SA/your club.**
13. **Are there any other terms or conditions to this deal (i.e., coat check, security, etc.)?**