



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 in the SA Office:
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.)?