



## 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. Venue contact info
6. Will there be outside catering?
7. What time:
  - a. You can access the venue?
  - b. The event begins/ends?
  - c. You be out of the venue?
8. The legal name and address of the vendor (must match the person or entity receiving payment as presented on their W9)?
9. Is there already a W9 on file? (check with SA finance department)
10. Attach any documentation that your venue provided, like a contract.
11. What is the venue rental fee?
12. Will SA be providing any equipment, and if so, what?
13. Will the venue be providing any equipment, and if so, what?
14. Are there any other terms or conditions to this deal (i.e., coat check, security, etc.)?