



CONTRACT COVER SHEET

Type of Contract: Live Performance Event Production Instruction Services DJ Off-Campus Facility Rental
(e.g. service or vendor)

Contact Information:

Organization/Department Name

Primary Contact Name Position

Primary Contact Phone Email

Contracted Services Information:

Name of Event Event Date/Time

Event Location Campus Reservation Confirmation Number

Description of Event

Services to be provided per this contract

Payment Processing:

Payee Name

The Payee is the person or company that the check will be made payable to.

Payee Federal Tax Id Number / SSN

University Account Number

Amount to be Paid (Total Contracted Fee / Honorarium)

Has funding been approved by Student Government: _____

Authorized SORC signature REQUIRED HERE to indicate YES

I have read and understand the Student Life Policy Statement for Contracts (www.sorc.pitt.edu). I understand that my organization is responsible for insuring that the above program, event, or service is in accordance with Student Life and SGB guidelines and is fully funded. I understand that my organization is responsible for reviewing and coordinating any approved Rider requirements submitted on behalf of the artist/speaker. Audio, video, and setup requests will be coordinated by my organization through the WPU Technical Services and/or the WPU Reservations Office. I have read and am aware of the University's policy regarding commercial liability insurance and transportation.

Submitted By Signature Date