

### **Contract Process with SFB tips:**

It is important to remember that the steps below often take between 20-30 days to really ensure that everything is done on time. It is important that communication is happening frequently (at least 2 times per week). **Failure to complete this process at least 10 business days before the event will result in the event's cancellation, regardless of what has already been done fore the event to happen, this includes but is not limited to: event services confirmation, checklist process, commitment to vendors etc. It is your responsibility, as the student organizer of this event, to successfully complete this contract process within 10 business days of the event in order for the vendor to receive payment.**

The band or each member will have to have insurance to perform. I have attached a sample insurance form. You will have to fill out the Student Services Entertainment and Event Agreement Form (also attached- this is the contract and the routing form). Within this document are the required insurance minimums.

Here are the steps for a contract, **you must follow them very closely:**

Please remember if there is a temporary structure (stage etc.) you must fill out the temporary permit to submit with the contract and proof of insurance. *If you do not have a temporary structure, do not worry about that part of the form.*

**STEP 1:** Contact the vendor and have them fill out the attached W-9 form and have them send their proof of insurance to you. *Remember that you should not have to facilitate the insurance process, the vendor should coordinate their insurance themselves.*

After you receive the VA W-9 form and the insurance documents, fill in the fillable portions (gray areas) of the contract and send the contract and insurance form to me as soon as possible, **before the vendor (DJ or other) signs,** it for editing along with the proof of insurance (the insurance should fulfill the requirements of the contract). **Remember that the fillable parts must only be filled in on the computer, nothing handwritten.**

- Once I have checked it over, I will send it back for the edits for be made
- Re-send it back to me for final edits and one final look over (if there are any)

**STEP 2:** Once you get the okay from me, please send it back to the vendor

(DJ or other) for a final signature. **Signature Steps:** As for the contract signature, all of the contracts will need to be signed with a “wet signature”, which means the vendors need to do the following:

- *Send the vendor the initial contract*
- *Each instructor needs to print out the document, initial at the bottom of each page and sign the last page (in cursive) with a pen*
- *Scan the entire document back in and send it via email*

**STEP 3:** Once the vendor (DJ or other) signs the document and fills it out, please make sure all of the documents are complete or collected as well:

- 1 Contract (this must include a copy of the Event and Routing Entertainment routing form from Dynamic Forms)
- 2 Accord insurance form (from vendor)
- 3 Invoice, (vendor provides)
- 4 VA W-9 form (vendor fills out) \*
- 5 independent contractor form (vendor fills out)\*
- 6 Purchase Order Request form (this is filled out by the organization)\*

**\*\*Forms 4, 5, and 6 can be found at this link under Fiscal Forms:**

<https://si.gmu.edu/forms-and-resources/>

**STEP 4:** Once the vendor has signed the document, it has been checked over along with the insurance (and temporary structure document, if applicable). You will need to obtain a PR Number from Margo Thoreson ([sibudget@gmu.edu](mailto:sibudget@gmu.edu)) before submitting the contract and proof of insurance to Dynamic Forms. To complete this step please send documents 1-6 to Margo. She will send back the PR Number— **you are not able to submit the contract until the PR number is obtained.**

**STEP 5:** *You will need to submit only the proof of insurance and the contract at least 10 business days before the event to the Dynamic Forms link at this website. 1) Click on the website link <https://si.gmu.edu/spending-money/>, 2) scroll down to “useful webpages”, 3) click on Contract/Agreement to take you to Dynamic forms-remember you must login first*

- 1 Once the proof of insurance and contract are submitted via the link, it needs to be sent and approved by 4-5 other administrators. This can often take 10-14 business days. Once it is completely approved, you will receive a notification from University Life. **The contract and proof of insurance need to be submitted via the link at minimum 10 business days before the event.**

**STEP 6:** When you receive the approval from University Life, send the finalized contract to Margo Thoreson at [sibudget@gmu.edu](mailto:sibudget@gmu.edu) in order to ensure that payment is received. If this step is not completed, payment will not be issued.

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In the meantime, if you are asking for Student Funding Board funding the following items also need to be done:

- Submit a form to Events Services for estimate
- Complete the Events Checklist (you should have received this from Events Management)
- Contact the caterer and get an invoice or estimate, ask them if they take a purchase order
- Go into the office hours of an SFB member and fill out the SFB application on Get Connected (at this link under Student Funding Board forms: <https://si.gmu.edu/forms-and-resources/>) by **the next applicable deadline (more than 10-14 business days before your event)** Inside of the application the following needs to be attached
  - Space confirmation
  - Events Services Estimate
  - Completed DJ Contract
  - Catering invoice or estimate
  - ***Make sure that you press submit at the end of the form (once you submit it, you can email me to make sure that I received it)***
- Have your advisor put the SFB advisor approval form in (can be found at this link under Student Funding Board forms: <https://si.gmu.edu/forms-and-resources/>) by **the SFB deadline date and before the event**

Submit the event on Get Connected for approval by **the SFB deadline date and before the event**