

1  
00:00:00,650 --> 00:00:02,970  
Hi and welcome to our RSO

2  
00:00:02,970 --> 00:00:04,530  
training session with

3  
00:00:04,530 --> 00:00:07,455  
Student Involvement at  
George Mason University.

4  
00:00:07,455 --> 00:00:10,860  
Let's talk about contracts.  
An RSO invites

5  
00:00:10,860 --> 00:00:12,600  
a non-Mason performer or

6  
00:00:12,600 --> 00:00:15,840  
presenter or a vendor  
to come to their event.

7  
00:00:15,840 --> 00:00:18,330  
We have two types of contracts.

8  
00:00:18,330 --> 00:00:20,520  
One is the GUEST LECTURER AGREEMENT,

9  
00:00:20,520 --> 00:00:22,469  
the other is a STUDENT SERVICES

10  
00:00:22,469 --> 00:00:24,510  
ENTERTAINMENT AND  
EVENT AGREEMENT.

11  
00:00:24,510 --> 00:00:28,170  
Or as we simply put it, in  
our office, THE contract.

12  
00:00:28,170 --> 00:00:29,940  
Starting simple,

13

00:00:29,940 --> 00:00:31,965  
let's say a presenter  
is coming to your event

14  
00:00:31,965 --> 00:00:35,580  
to cover a topic  
presenting a PowerPoint.

15  
00:00:35,580 --> 00:00:39,015  
You have not discussed any  
payments with this presenter.

16  
00:00:39,015 --> 00:00:40,440  
They are not instructing

17  
00:00:40,440 --> 00:00:42,380  
any type of martial  
arts or dance,

18  
00:00:42,380 --> 00:00:44,365  
but they're just speaking.

19  
00:00:44,365 --> 00:00:46,555  
This will fall  
under the category

20  
00:00:46,555 --> 00:00:48,415  
of the guest lecturer  
acknowledgement.

21  
00:00:48,415 --> 00:00:50,890  
Every speaker will need  
to complete this form and

22  
00:00:50,890 --> 00:00:53,665  
send it to you at least  
five days before the event.

23  
00:00:53,665 --> 00:00:56,964  
Let me show you where you  
can find this information.

24  
00:00:56,964 --> 00:01:00,580

If you head into the Student  
Involvement website,

25

00:01:00,580 --> 00:01:05,995  
Registered Student  
Organizations, RSO information.

26

00:01:05,995 --> 00:01:10,165  
Along the left,  
Event Management.

27

00:01:10,165 --> 00:01:13,570  
Scrolling down,  
Contracts Needed for

28

00:01:13,570 --> 00:01:17,720  
non-Mason vendor/performers/presenters.

29

00:01:19,170 --> 00:01:22,450  
Please feel free to  
contact the RSO

30

00:01:22,450 --> 00:01:24,885  
Lead Team with any  
questions or concerns.

31

00:01:24,885 --> 00:01:26,645  
Every event is different

32

00:01:26,645 --> 00:01:28,130  
and we want to make  
sure your group is

33

00:01:28,130 --> 00:01:29,870  
comfortable moving forward with

34

00:01:29,870 --> 00:01:31,910  
inviting others onto campus.

35

00:01:31,910 --> 00:01:34,295  
The guest lecturer  
acknowledgment link

36

00:01:34,295 --> 00:01:36,960  
is available right here.

37

00:01:37,930 --> 00:01:40,940  
Click on this and  
it comes in with

38

00:01:40,940 --> 00:01:43,550  
instructions for you  
and your vendors (presenters).

39

00:01:43,550 --> 00:01:45,890  
Please follow them  
closely as we want to

40

00:01:45,890 --> 00:01:47,885  
have the paperwork done  
correctly the first time

41

00:01:47,885 --> 00:01:50,930  
so we don't have multiple  
follow-up e-mails.

42

00:01:50,930 --> 00:01:53,450  
To select the actual document,

43

00:01:53,450 --> 00:01:56,580  
click along the top  
of the instructions.

44

00:01:56,860 --> 00:01:59,630  
Here you can see that  
you will be able

45

00:01:59,630 --> 00:02:01,580  
to type in the  
guest lecturer name,

46

00:02:01,580 --> 00:02:03,395  
the name of the group, the date,

47

00:02:03,395 --> 00:02:05,930

all the information we  
will need in our office.

48

00:02:05,930 --> 00:02:07,730  
However, you are not able to

49

00:02:07,730 --> 00:02:09,650  
digitally sign this document.

50

00:02:09,650 --> 00:02:13,340  
The vendor will take  
this document, print it,

51

00:02:13,340 --> 00:02:15,860  
HAND-SIGN, and then either

52

00:02:15,860 --> 00:02:19,640  
return it to you physically  
or through digital means.

53

00:02:19,640 --> 00:02:22,070  
Again, five days  
before the event,

54

00:02:22,070 --> 00:02:23,780  
it must be emailed to the RSO

55

00:02:23,780 --> 00:02:27,755  
Lead Team at RSO@gmu.edu.

56

00:02:27,755 --> 00:02:30,845  
Moving along to a  
larger event contract,

57

00:02:30,845 --> 00:02:32,150  
the Students Services,

58

00:02:32,150 --> 00:02:34,205  
Entertainment and  
Events Agreement,

59

00:02:34,205 --> 00:02:37,250

or simply put, THE contract.  
This is when an RSO is

60  
00:02:37,250 --> 00:02:40,670  
bringing in a DJ or paying  
for a photographer,

61  
00:02:40,670 --> 00:02:42,650  
or even if somebody  
is coming to provide

62  
00:02:42,650 --> 00:02:45,530  
any service for the  
RSO , even FREE,

63  
00:02:45,530 --> 00:02:48,095  
they still need the larger contract.

64  
00:02:48,095 --> 00:02:50,870  
Our expectations with  
the RSO is to start

65  
00:02:50,870 --> 00:02:53,675  
the process at least a  
month before an event.

66  
00:02:53,675 --> 00:02:56,660  
And for the document and  
the COI, certificate of

67  
00:02:56,660 --> 00:03:00,740  
insurance, is turned in  
three weeks before (the event).

68  
00:03:00,740 --> 00:03:03,170  
As you can tell,  
the contracts do

69  
00:03:03,170 --> 00:03:06,260  
require more effort  
detail and time.

70  
00:03:06,260 --> 00:03:08,225

As a side note,

71

00:03:08,225 --> 00:03:10,310  
under no circumstances does

72

00:03:10,310 --> 00:03:13,880  
an RSO sign a contract that  
originates with that vendor,

73

00:03:13,880 --> 00:03:16,040  
and that contract  
will be invalid.

74

00:03:16,040 --> 00:03:19,370  
The RSO must request a  
contract through our office

75

00:03:19,370 --> 00:03:22,520  
using this form on Mason 360.

76

00:03:22,520 --> 00:03:25,775  
Please contact your  
vendor/performer

77

00:03:25,775 --> 00:03:27,905  
with any questions as needed before

78

00:03:27,905 --> 00:03:29,330  
submitting it to ensure the

79

00:03:29,330 --> 00:03:31,610  
correct information  
is relayed to us.

80

00:03:31,610 --> 00:03:33,469  
When we receive  
this information,

81

00:03:33,469 --> 00:03:35,000  
the RSO Lead team will craft

82

00:03:35,000 --> 00:03:39,180

a PDF version of the  
six page contract.

83  
00:03:40,930 --> 00:03:45,710  
Then you will send it  
on to your vendor.

84  
00:03:45,710 --> 00:03:51,870  
An instruction page will also  
be sent with the contract.

85  
00:03:52,180 --> 00:03:54,530  
Please take special note of

86  
00:03:54,530 --> 00:03:58,290  
the requirements for  
all these documents.

87  
00:03:58,690 --> 00:04:02,615  
The yellow will be all  
listed (filled in) by the RSO Lead team.

88  
00:04:02,615 --> 00:04:05,360  
Page 5 will be the  
main page that

89  
00:04:05,360 --> 00:04:08,270  
your vendor will need  
to be looking at.

90  
00:04:08,270 --> 00:04:09,095  
Here,

91  
00:04:09,095 --> 00:04:10,355  
the performer will sign,

92  
00:04:10,355 --> 00:04:13,085  
hand-sign, on  
the "By" Line.

93  
00:04:13,085 --> 00:04:14,855  
They will print their name,

94

00:04:14,855 --> 00:04:17,375  
their title, and put the date.

95

00:04:17,375 --> 00:04:19,370  
The George Mason University side

96

00:04:19,370 --> 00:04:20,840  
on the right will not be touched (this will be signed by a Mason  
Signature).

97

00:04:20,840 --> 00:04:22,370  
And we will ask that you also

98

00:04:22,370 --> 00:04:25,620  
double-check that all the  
information is correct.

99

00:04:25,840 --> 00:04:29,540  
The COI, or certificate  
of insurance, must be

100

00:04:29,540 --> 00:04:32,825  
requested by the vendor from  
their insurance company.

101

00:04:32,825 --> 00:04:36,515  
A sample accompanies  
the instructions.

102

00:04:36,515 --> 00:04:40,565  
Without a COI, they may  
not come to campus.

103

00:04:40,565 --> 00:04:42,410  
There are no exceptions.

104

00:04:42,410 --> 00:04:44,345  
Make sure that your RSO reviews

105

00:04:44,345 --> 00:04:46,700  
all the documents that the  
vendor sends to you.

106

00:04:46,700 --> 00:04:50,465

The contract must match the  
name of who is insured.

107

00:04:50,465 --> 00:04:52,564

Dates must be current.

108

00:04:52,564 --> 00:04:54,920

There must be a 1  
million per occurrence,

109

00:04:54,920 --> 00:04:56,855

2 million general aggregate.

110

00:04:56,855 --> 00:04:58,130

They must note that

111

00:04:58,130 --> 00:05:01,190

George Mason University, in  
this section, is additionally

112

00:05:01,190 --> 00:05:06,275

insured and they must list the  
George Mason University address.

113

00:05:06,275 --> 00:05:09,860

Please note that there  
is an umbrella section

114

00:05:09,860 --> 00:05:12,455

and this is not needed  
for most vendors.

115

00:05:12,455 --> 00:05:14,030

Our office will inform you if

116

00:05:14,030 --> 00:05:15,680

the umbrella needs to be added.

117

00:05:15,680 --> 00:05:17,450

Typically, these are for

118

00:05:17,450 --> 00:05:20,060  
any medical events (such  
as blood donations),

119

00:05:20,060 --> 00:05:24,320  
inflatables, large (carnival) rides and  
other high-risk activities.

120

00:05:24,320 --> 00:05:27,830  
Again, just know that you're  
not alone in this process.

121

00:05:27,830 --> 00:05:29,240  
Our team is here to help

122

00:05:29,240 --> 00:05:31,640  
you and support  
your event needs.

123

00:05:31,640 --> 00:05:33,020  
If you have further questions,

124

00:05:33,020 --> 00:05:35,870  
please contact the RSO  
Lead Team :

125

00:05:35,870 --> 00:05:39,870  
RSO@gmu.edu or visit  
our office in the hub.