

## CLIENT SERVICES WORKSHEET

Today's Date		Coordinator Name:	
Sponsoring Group & Org Number			
Name of Event			
Date of Event			
Location			
Time of Event			
Is airfare included?			
Scope of Service: (Example: starts, breaks, ends, Q&A sessions, etc.)			
<b>a)</b>			
<b>Examples:</b> a) Perform two 45-minute sets of music in the Lecture Hall 1 at 9pm for the Musician's Club. b) Speak on the topic "Environmental Law and Justice" for 30 minutes followed by a question/answer session in Lecture Hall 1 at 7pm for the student group Pre-Law Club.			
<b>b)</b>			
<b>Example:</b> Provide for all means and cost of meals, transportation and lodging expenses.			
<b>c)</b>			
<b>Example:</b> Provide the necessary equipment and materials to perform this service.			
<b>d)</b>			
<b>Example:</b> Appear for technical set up and sound check at 6pm, or two hours before event begins.			
Compensation	\$		
Contractor / Make Check Payable to:			
Street Address			
City/State/zip			
Tax ID (EIN) or Social Sec. Number			
Contractor's phone number			
Evergreen contact & phone			
ADVISOR SIGNATURE:			

**THIS DOCUMENT IS NOT A CONTRACT; IT IS A WORKSHEET TO HELP PREPARE A CONTRACT.**