

**PERSONAL / CLIENT SERVICES WORKSHEET**

Today's Date	<b>Sept. 25, 2007</b>	Coordinator Name:	<b>Jayne Student</b>
Sponsoring Group & Org Number		<b>Musician's Club, 4450XX</b>	
Name of Event		<b>Saul Manilow</b>	
Date of Event		<b>Oct. 5, 2007</b>	
Location		<b>Longhouse</b>	
Time of Event		<b>8pm</b>	
Is airfare included?	<b>NO</b>		
Scope of Service: (Example: starts, breaks, ends, Q&A sessions, etc.)			
a) <b>Perform two 45-minute sets of music in the Longhouse at 8pm for the student group Musicians Club.</b>			
b) <b>Provide for all means and cost of meals, transportation and lodging expenses.</b>			
c) <b>Provide the necessary equipment and materials to perform this service.</b>			
d) <b>Appear for technical set up and sound check at 6pm, or two hours before event begins.</b>			
Compensation		<b>\$500</b>	
Contractor / Make Check Payable to:		<b>Saul Manilow</b>	
Street Address		<b>1214 Barry Ave</b>	
City/State/zip		<b>Las Vegas, NV 10010</b>	
Tax ID or Social Sec. Number		<b>010-10-1010</b>	
Contractor's phone number		<b>212-555-1212</b>	
Evergreen contact & phone		<b>Jayne Student, ext. 6220 &amp; Greg Porter ext. 6222</b>	
ADVISOR SIGNATURE:			

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