

Contract Services Form

Department of Student Life – Campus Activities & Advocacy Board

This form is to be used for any event in which an individual will be receiving payment. Contract Services Forms must be submitted to the Department of Student Life at least three (3) weeks in advance of the event.

Club Information	
Name of Club or Organization	
Your Role within the Club or Organization	
Full Name	
Preferred Name	
Current Date	
Email Address	

Advisor Information (If Applicable)	
Club Advisor Name	
Club Advisor Email Address	

Contractor Information	
Full Name of Contractor	
Name of Performer (if different than Contractor)	
*For example, the performer may be an individual named “Joe Smith,” but may work under an agency that deals with all of the contracts and payments. Joe Smith would be listed as the Performer, but the agency would be listed as the Contractor.	
Contractor Phone Number	
Contractor Email Address	
Time Performer Should Arrive for Set-Up	
What will the Performer be doing?	
What supplies will the Performer provide?	
What supplies will CPTC provide?	
Total Payment for Services	
*This needs to be an all-inclusive price, meaning that their final quote should include any airfare, accommodations, and performance fees.	

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Event Details	
Title of Event	
Date of Event	
Event Start Time	
Event End Time	
Event Location (Be Specific)	

CERTIFICATION

Please email the completed Club Registration packet to Kaelynn.Starr@cptc.edu. If returning in-person, please return to the Student Leadership & Service Center in Building 23 – Room 115.

By submitting this packet electronically to Kaelynn.Starr@cptc.edu, I certify that the information provided in this packet is true, correct, and complete to the best of my knowledge. I understand that consideration of this Club Registration Packet depends on the true and accurate representation of facts as stated or implied in this packet.

Please sign your name below. By signing and submitting this form, you are agreeing to the terms and conditions stated above.

Print Name: _____

Date: _____

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