



University Union Board Collaboration Contract

Upon signing this document, all parties acknowledge that collaboration is a working relationship between two or more parties. The parties involved agree to cooperate, communicate, and complete any tasks or responsibilities as agreed upon in this contract.

Parties Involved:

This collaboration contract is between _____ (organization #1) and _____ (organization #2).

Please list any other involved organizations, clubs, or departments involved in this collaboration below:

Event Information:

Event Title: _____

Event Date: _____

Event Time: _____

Event Location: _____

Cost of Event: _____

Responsibilities:

All organizations involved are responsible for completing the following tasks as deemed necessary for the event. Responsibilities should be divided and the organization responsible for each task should be written next to the task.

Room Reservation _____

WESTEC Reservation _____

Hotel Reservation _____

Contract Requirements _____

Marketing and Advertising _____

Event Security _____

Event Set Up _____

Event Take Down/Clean Up _____

Event Staffing _____

Ticket Sales _____

(continued...)



Other Responsibilities

Payment:

_____ (Organization #1) agrees to pay _____ (amount) to cover the costs

of -

_____ (Organization #2) agrees to pay _____ (amount) to cover the costs

of -

Upon signing this collaboration contract, _____ (Organization #1) and _____ (Organization #2) agree to this contract and assume full responsibility for the tasks involved. Should the contract not be met, future collaborations will be re-evaluated and this contract will be terminated.

Organization _____ Organization

Organization Representative Signature _____ Organization Representative Signature

Advisor Signature _____ Advisor Signature

If there are additional organizations involved, please include their responsibilities and signatures below:

