

Contract Negotiation Form

Steps for Bringing a Speaker or Performer to Bowdoin Contract Negotiation Procedures

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. To be valid, all contracts need to be signed by a Bowdoin Administrator. Please have one of the following administrators sign off on your negotiation form for each of the following sections (Nate Hintze, Silvia Lorrain, Eunice Shin). This process must be started no later than four weeks before your anticipated event date and for any speaker over \$1,000.

The Student Activities Office uses a standard Bowdoin College contract for many speakers and performers. This contract template can be obtained from the Student Activities Office.

4. Submit SAFC Proposal.
Submit copy of negotiation form to SAFC.

5. Start contract process with the Student Activities Office.

Administrator Signature: _____ Date: _____