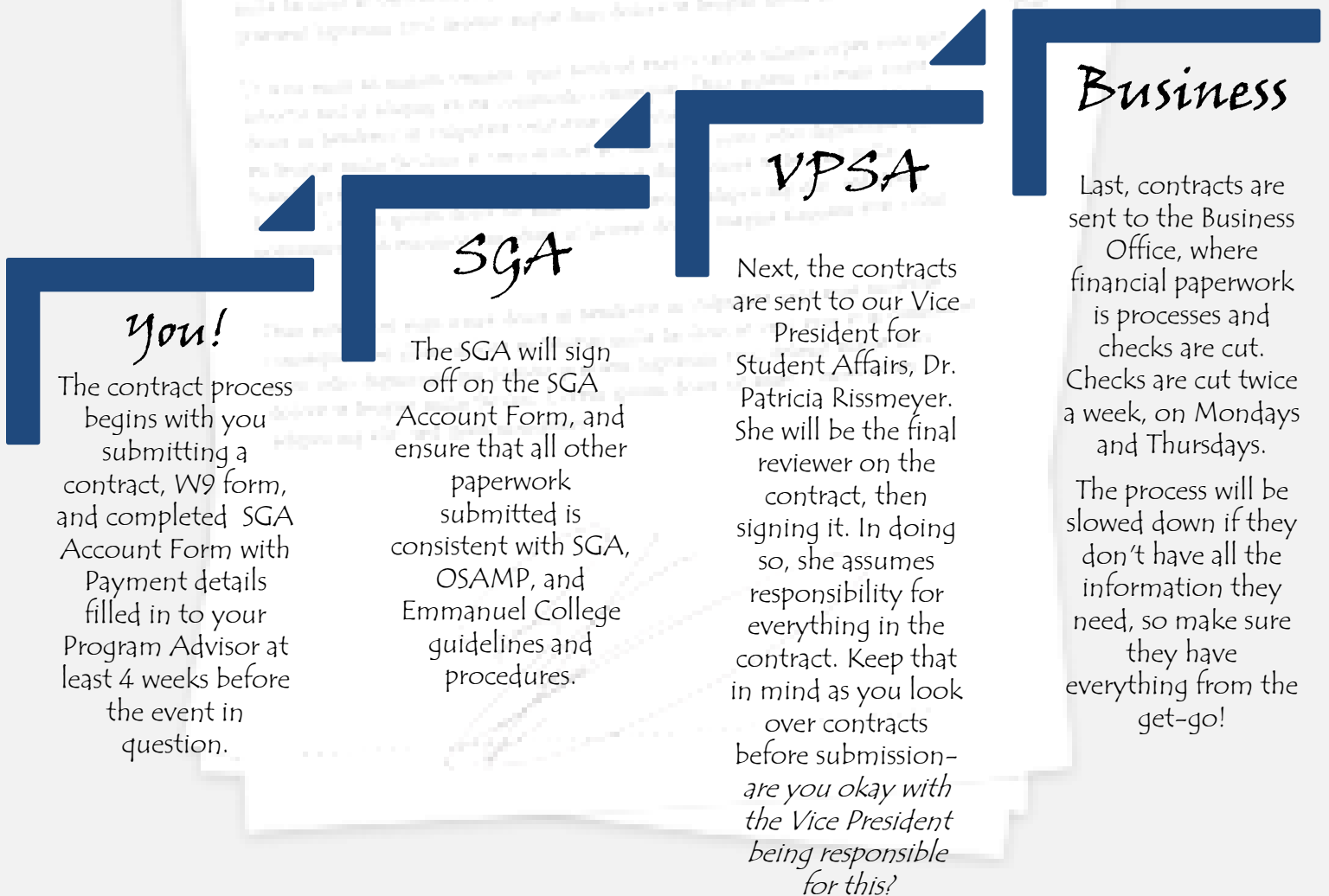


# Where Do Contracts Go?

Many of you know by this point that when your group is completing contracts for an event, we ask for them **four weeks in advance**. This diagram is designed to explain where it goes in all that time. Please keep this hierarchy in mind as you're making arrangements for your next speaker, vendor, or performer. People like getting paid on time, and we do everything we can to make sure they do. But we need your help!

Refer to the Ter-GIF-ic Guide to Completing a Contract, Emmanuel OSAMP Style on Buzzfeed for more information on this process, or contact us and ask for help!



The people involved in these processes are human, just like you. They take lunch breaks, vacations, sick days, and even go home at the end of the day! The easiest way for us to get you what you need in a timely fashion, is for you to give us the time to do it. **That means giving us four weeks to work with your contracts.** Please help us help you accomplish your goals by giving us the time to get things done properly.