

CONTRACTS & REQUIRED DOCUMENTATION MATRIX

✓ = Yes, signed copy of this document is needed. Obtain this document from the vendor.

⌘ = Document not required, however, evaluate whether the planned activity presents an unusual risk before agreeing to not get this document.

+ = Document is already on file with the University.

*COI must name Northwestern University as "additional insured" or "certificate holder."

	<u>EVENT CONTRACT/AGREEMENT</u>	<u>COI</u>	<u>NU EVENT RIDER</u>
DROP-OFF CATERING <i>PREFERRED VENDOR</i>	Drop-Off Catering (NO alcohol, NO service/waitstaff & NO pick-up) does not require a signature from McCormick Administration.		
DROP-OFF CATERING <i>NON-PREFERRED VENDOR</i>			
CATERING W/SERVICE & /OR ALCOHOL <i>PREFERRED VENDOR</i>	✓	+	+
CATERING W/SERVICE & /OR ALCOHOL <i>NON-PREFERRED VENDOR</i>	✓	✓	✓
HOTEL ROOM 'BLOCK' RESERVATIONS <i>PREFERRED VENDOR</i>	✓	+	⌘
HOTEL ROOM 'BLOCK' RESERVATIONS <i>NON-PREFERRED VENDOR</i>	✓	⌘	⌘
EVENTS AT A HOTEL <i>PREFERRED VENDOR</i>	✓	+	✓
EVENTS AT A HOTEL <i>NON-PREFERRED VENDOR</i>	✓	✓	✓
EVENTS AT A RESTAURANT <i>PREFERRED VENDOR</i>	✓	+	✓
EVENTS AT A RESTAURANT <i>NON-PREFERRED VENDOR</i>	✓	✓	✓
EVENTS AT A VENUE/RENTAL SPACE <i>PREFERRED VENDOR</i>	✓	+	✓
EVENTS AT A VENUE/RENTAL SPACE <i>NON-PREFERRED VENDOR</i>	✓	✓	✓