



ASSEMBLY SERVICE CONTRACT

This confirmation shall serve as an agreement between J.T. Lambert Intermediate School and *Campus Life* for an assembly (ies) featuring Point of View by Camfel Productions on Friday, Oct. 27, 2017 at 8:30 & 9:30 AM for a fee of \$525 to be paid the day of the program by check made payable to: *Campus Life*.

Length of program: 40 mins.

Media team's arrival: 90 mins. before the program show time

The school hereby agrees to provide:

1. 5 to 6 individuals to help set up and take down the equipment. They will need to be available when the multi-media team arrives (about 1 1/2 hours before show time) and immediately after the last show (take down time is 30 to 45 minutes).
2. A custodial person who can identify 4 separate (15 or 20 amp) circuits at the beginning of the set-up time and who can specify exact set-up conditions.
3. If convenient for the technicians, lunch for 3 persons.

The school agrees to follow the provisions of the preparation requirements brochure. Any failure to meet these requirements may result in show delays.

10/11/17
Date

10/16/17
Date

[Signature]
Authorized School Representative

[Signature]
Campus Life Representative

Please return one copy of this contract in the enclosed envelope. Thank you!

For office use only

Called ahead _____

Amount paid _____

Attendance _____