

Professional Services Agreement - Entertainment/Transportation

This agreement is between the National Academic Advising Association and

Name _____ Firm: _____

Address _____

City _____ State _____ Postal Code _____

Day Phone _____ FAX _____ E-mail _____

To deliver the following services:

- Type of service:
- Date of service:
- Address of service:
- Set up time:
- Specific times of performance:

Payment of \$_____ will be made at the conclusion of the presentation or transportation service.

1. Specifically, we request that your performance **demonstrates sensitivity to the diversity** of our members in the areas of: race, gender, creed, sexual orientation, disabilities and the advising profession.
2. Although many performers use **humor**, sometimes humor may be deemed inappropriate or uncomfortable for some members of our audience. NACADA is a very diverse association consisting of faculty advisors, full-time advisors, administrators, and students from two and four year public and private institutions. We request that you avoid any remarks that could be seen as disparaging to these specific populations. In the same way, you are requested to avoid inappropriate language.
3. I will not promote any product or service for which I may receive personal gain. I will only use material in my presentation that is in compliance with current copyright or intellectual property laws. NACADA will not be responsible for my misuse of materials or information.

By signing, you agree to provide the services outlined and abide by NACADA standards.

Signed: _____ Date: _____

NACADA will make payment to:

____ Name and address as above

____ Firm and address listed above

____ Other: _____

If payable to an **individual**, include Social Security #: _____

If payable to an **institution**, include FEIN #: _____

Signed: _____ Date: _____
Maxine Coffey, representing NACADA

MAIL This contract DIRECTLY TO NACADA
at the address below to the attention of Diane Matteson, 785-532-5717 or **FAX** 785-532-7732