

Event Planning Guide

Contracts & Required Documentation Matrix

Please submit the appropriate documents [here](#) to the Feinberg Finance and Administration email: FinanceandAdministration@northwestern.edu. These documents will then be routed to the appropriate party for approval.

Yes: signed copy of this document is required. Obtain document from the vendor.

On File: Document is already on file with the University.

No: Document not required, however, evaluate whether the planned activity presents an unusual risk before agreeing not to get this document.

	Event Contract/Agreement	NU Event Rider	Certificate of Insurance (COI)*
Drop-Off Catering Preferred Vendor	Yes	No	On File
Drop-Off Catering Non-Preferred Vendor	Yes	No	Yes
Catering w/Service Preferred Vendor	Yes	No	On File
Catering w/Service Non-Preferred Vendor	Yes	Yes	Yes
Hotel Room "Block" Reservation Preferred Vendor	Yes	No	On File
Hotel Room "Block" Reservation Non-Preferred Vendor	Yes	No	No
Events at a Hotel Preferred Vendor	Yes	Yes	On File
Events at a Hotel Non-Preferred Vendor	Yes	Yes	Yes
Events at a Restaurant Preferred Vendor	Yes	Yes	On File
Events at a Restaurant Non-Preferred Vendor	Yes	Yes	Yes
Events at a Venue/Rental Space Preferred Vendor	Yes	Yes	On File
Events at a Venue/Rental Space Non-Preferred Vendor	Yes	Yes	Yes

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