

Vendor Event Schedule

1. Event (name, topic and/or type): _____

2. Event date: _____

3. Event location: _____

4. Length of Event: _____ Start Time: _____ End Time: _____

5. Event Services Provided by Vendor:

6. Event Equipment/Products/Materials Provided by Vendor:

7. Vendor to report to: _____ Time: _____

8. Loyola's Contact Person for the Event: _____
 - a. Title/Department: _____
 - b. Phone: _____
 - c. E-mail: _____

9. Address of Loyola: _____

10. Total agreed price for engagement of Vendor: _____

11. Payment due date(s): _____

12. Expenses paid/reimbursed by Loyola (if any): _____

This Event Schedule is a part of and incorporated into the Loyola University of Chicago Vendor Contract by and between Loyola and _____, including without limitation Exhibit A thereto.