

**ENTERTAINMENT
USER CHECKLIST**

2 December 2009
NAF Contracting
Boot Camp

ENTERTAINMENT	YES	NO	N/A	NOTES
SOW (type of music, time, location)				
Time (setup and breakdown) and dates (performance dates and rain dates)				
What NAFI is to provide - food/lodging designate dollar amount				
Lodging requirement (Army lodging or private hotel)				
Transportation (travel to and from)				
Entertainment rider attach to PR				
Percentage of items for sale by contractor (who's selling)				
Advance Payment required				
Marketing (can it be advertised) (radius determination of other performance being held to be limited)				
Rights to recording addressed				
Royalties concerns addressed				
Liquidated damages (Contracts over \$2500) determined (attach determination to PR)				
Security being provided by NAFI				
What support will the NAFI provide to support crew				
COR designation				
Is Contractor providing (sounds, lights, equipment)				
RIMP				
Concessions/merchandise sales- who is manning booth: accounting procedures				
Advance payment arrangements				
Performance Evaluation Sheet				
Has location been verified to adequately support contractor's equipment (size, electrical needs, etc.)				