

Long Range Planning PROJECT CONTRACTS

Contracts should be one of the initial starting points of any project where you are using the services of others to accomplish your goal. Examples would be the venue, caterer, entertainment and sponsorship.

You will find examples of former contracts in this listing. They include the simplest to the very involved. One of the objectives of any of them is to state what the purveyor or host is providing and what you are providing. Having these contracts gives you a sense of security in that it carries some legal or moral weight in preventing the signees from backing out of the commitments that have been made.

When making your initial presentation you will have listed a set of goals or a concept, included in this will be a shortened version of what your expectations are, what you will provide and what they will provide.

These contracts may be written or provided to you by the purveyor and should be reviewed by our President and the CEO/Executive Director of the Symphony Orchestra and if necessary by a lawyer. This of course depends upon the scope of the project. The CEO/Executive Director of The Symphony Orchestra and the President of the Symphony Society must sign all contracts.