

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: June 8, 2022

Contract/Agreement Vendor:

Name of Vendor & Contact Person

kpurple@cox.net

Vendor Email Address

to provide event staff for the upcoming 2022-2023 football, basketball, and wrestling seasons

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Athletics

Reason/Audience to benefit

6/27/2022

BOE Date

\$ 10,000.00

Amount of agreement

Person Submitting Contract/Agreement for Review:

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal &/or Director or Administrator: 

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: \_\_\_\_\_

Leadership Team Member: 

Funding Source:    
Fund/Project OCCAS Coding

**Consent**

**Action**

Special Event Services, LLC will provide event staff to include ushers, ticket takers and parking attendants for the 2022-2023 football, basketball and wrestling seasons home games. A minimum of seven days' notice is required to change or cancel the number of staff required to work the game. Total cost to the District is based upon the number of staff required to work the game and the number of hours worked, could be up to \$10,000.

**Summary** This area must be complete with full explanation of contract

**The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.**

Special Event Services, LLC  
5724 E. 65<sup>th</sup> Place  
Tulsa, OK 74136  
918-693-0380  
kpurple@cox.net

June 6, 2022


Letter of Agreement

Between Special Event Services, LLC and Broken Arrow Public Schools

Special Event Services, LLC will provide event staff (ushers, ticket takers and parking) for the upcoming 2022 Football, Basketball and Wrestling Seasons at a cost of \$13 per hour, four (4) hour minimum. In addition, supervisors will be charged at \$15.50 per hour, four (4) hour minimum. In the event less than eleven (11) staff are required the cost of event staff is \$14.50

Special Event Services, LLC will pay all state and federal employment taxes and provide workman's compensation and general liability insurance. The uniform for each worker will be our event staff t-shirt.

A minimum of seven (7) days notice to order or change the number of staff required for each game.

  
\_\_\_\_\_  
Kathy Purple, Owner  
Special Event Services, LLC

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Darren Melton  
Broken Arrow Public Schools