

Courtesy Contract
for
Manners Matter Etiquette Dinner

The purpose of this event is to help you learn to conduct yourself professionally in the workplace and for job interviews. Failing to attend any meal or business appointment to which you commit, without calling or emailing to cancel, is considered extremely discourteous to other individuals.

Concerning the “Manners Matter” etiquette dinner, and general expectations listed below, I have read, understood, and agree to the following:

- I understand that I am attending this event as a representative of the Department of Finance and the University of Tennessee.
- I agree to attend this event in its entirety, which is on **Thursday, October 24**.
- I agree to check-in to the event between 5:15 PM and 5:30 PM.
- I agree to dress professionally for this event and to act accordingly.
- I understand that the corporate sponsor, Northwestern Mutual, has paid for the cost of the professional etiquette consultant, as well as the 4-course dinner, the value of which is \$75.
- If I need to cancel, I shall do so no later than 5:00 PM on **Tuesday, October 22**.
- I agree that if I fail to attend the event without cancelling, then my actions will be considered to be a breach of this agreement and I will be billed for the full price of the event (\$75), which I shall pay promptly to the Department of Finance.
- This contract must be signed and submitted to the Masters Investment Learning Center (Masters ILC) in HBB 237 by 5:00 PM on **Tuesday, October 22**.

By signing this contract, I agree to the stipulations in the document and will follow them accordingly.

NETID: _____ Date: _____

Print Name: _____

Signature: _____