

# Momentus Helps Streamline Contract Processes at Cobb Energy Performing Arts Centre



## Overview

Cobb Energy Performing Arts Centre (CEPAC) struggled with how they were issuing their contracts. They were relying on processes that worked for the Galleria Centre, but not for the Performing Arts Centre (PAC). Here's how Momentus improved the Performing Arts Centre contract processes.

Organization:

**Cobb Energy Performing Arts Centre**

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Industry:

**Performing Arts Centers & Theatres**

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Headquarters:

**Atlanta, Georgia**

# The Challenge

CEPAC was essentially closed during the onboarding of Momentus due to the pandemic. Because of the closure, some aspects of configuration and training were put on hold until the staff returned to work. In the meantime, the Cobb Galleria Centre (CGC) team were perfecting their workflows within the software based on their specific operational needs. Unfortunately, some of their processes weren't well suited to the needs of the PAC.

One area that required a new solution was the issuing of PAC contracts. The PAC contract administrator was trained by the CGC contract administrator, but the CGC processes didn't conform to the PAC team's standard practices.

# The Solution

The CGC payment schedules that were being used required adding and modifying payment steps for every contract being issued. Specifically, payment plans were first being added to the service order(s). Contract types were not being used, which would create efficiency by automatically assigning a payment plan and template document to the contract.

# The Result

First, Momentus created a payment schedule that fit the standard contract terms for CEPAC. "They built an additional contract type and assigned the correct template and payment plan" said Cassin-Khoury. She continued with, "They removed the process of adding the payment plan to the orders and replaced it with the contract creation process."

In the end, the CEPAC contract administrator commented that these changes would save a substantial amount of time for every contract created and the process became more streamlined and understandable.



"Momentus reviewed the PAC contract process and realized there were some unnecessary steps being taken to create and send out a contract document."

**Diana Cassin-Khoury**

CEPAC

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