

# Contract Payment Request for Speaker/Performer

If you will need to pay an individual or entity for the performance of a service (e.g. speaking engagement, musical performance, training, or other service), you will need an official university contract to be drafted and signed by that party well in advance of your event. Having the contract COMPLETED TWO WEEKS PRIOR to event is preferred.

Use this form to initiate the drafting of your contract. It will ask for all the info necessary to create the contract. Work with your student activities advisor to learn more about handling the contracting process correctly.

## Event / Activity Info

**IMPORTANT:** Filling out this form is not a guarantee that a contract will be entered with your Performer. Nor does this form provide any funding. This is strictly an information-gathering form that allows a contract to be drafted. Not until you receive the actual contract back from your advisor, should you make firm offers or guarantees to a Performer/Speaker that they are confirmed for an event.

Sponsoring AS Organization: [Required]

Contact Info for Student Coordinating Event [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

Title of Program / Event: [Required]

Place of Performance / Service: [Required]

(i.e. location of event)

Ticket Price(s): [Required]

## Contractor / Performer Info & Description

There are 3 vital relationships that the WWU contract determines. It is important that these 3 relationships are accurate, or otherwise the contract may have to be re-done.

**CONTRACTOR** = The person or entity being paid. We will make the check out to this entity and will need a W-9 tax form for this entity.

**PERFORMER** = Name of the speaker, performer, troupe, etc.

**PERFORMER REPRESENTATIVE** = This is the name of the person who will sign the contract on behalf of the Contractor & Performer.

These may all be the same person's name, or they maybe all be different depending on the circumstance. If you aren't sure, don't guess. Call/email to get the info right the first time.

Contractor: [Required]

Performer: [Required]

Performer Representative: [Required]

Description of Performance / Service: [Required]

Include the expected timeframe/duration of the service and the nature of the service (e.g. musical performance, instruction on...).

**Start Date & Start Time of Service**

**End Date & End Time of Service**

**Payment Terms [Required]**

Include the amount to be paid if a set guarantee is arranged. If payment is based off a percentage, indicate that percentage and whether or not the payment is determined after expenses are covered or not.

**Additional Terms**

Include anything else you or Western may be providing, such as hospitality (food), transportation or lodging, or any equipment or special setup.