

**INSTRUCTIONS FOR COMPENSATING PERFORMERS / ENTERTAINERS
AT UNIVERSITY EVENTS**

PERFORMERS / ENTERTAINERS TO BE COMPENSATED AT AN AMOUNT £ \$1,000:

1. The Department fills out and signs a Performance Arrangement.
2. The Performer signs the Performance Arrangement.
3. The Department attaches the Performance Arrangement to the Disbursement Voucher for submission for payment.
4. The Contracting Office is not involved.

PERFORMERS / ENTERTAINERS TO BE COMPENSATED AT AN AMOUNT > \$1,000:

1. The Department fills out a Performance Contract. The Department does not sign the Performance Contract.
2. The Performer signs the Performance Contract.
3. The Department submits the Performance Contract to the Contracting Office for signature.
4. After signing the Performance Contract, the Contracting Office will return the Performance Contract to the Department.
5. The Department will attach the Performance Contract to the Disbursement Voucher for submission for payment.

**CONTRACT FORMS OTHER THAN THE UNIVERSITY FORM DESCRIBED ABOVE THAT
ARE SUBMITTED BY PERFORMERS, REGARDLESS OF AMOUNT:**

1. If the Performer prefers not to sign the University forms described above but instead submits his/her own Agreement form for signature, the Agreement form must be submitted to the Contracting Office for signature, regardless of the amount of compensation.
2. Allow an additional two weeks for processing by the Contracting Office.

If you have any questions, call the Contracting Office, 626-3919

INSTRUCTIONS FOR RIDERS TO PERFORMANCE ARRANGEMENTS OR CONTRACTS

If the Department needs to specify any items (sound equipment, loading times, parking space in garage, etc.) to be furnished by Performer / Entertainer or by the Department, complete a Rider (sample enclosed) AND ATTACH it to the Arrangement of Contract forms.

Please note:

If you are using the Performance Arrangement form that can be signed by the Department, use the corresponding Rider form that can also be signed by the department.

If you are using the Performance Contract form that must be signed by the Contracting Officer, use the corresponding Rider form that also must be signed by the Contracting Officer.