**Center for Student Involvement/Funds Allotment Council**

**Student Programmer Contract Guide**

The purpose of this contract guide is to aide student event programmers during the contract process for events co-sponsored by FAC funding. This guide will also aide in making students aware of what pertinent information must be given to the FAC Advisor in order to begin the contract process. The first part of this contract guide will explain the eight steps of the contract process. The remainder of the document will explain what event information is to be collected by the Program Advisor. In addition, at the end of the document there will be a checklist for students to use to ensure that all pertinent contract materials are covered before the implementation of an event.

**Contract Steps:**

1. *Research*
	1. Sponsoring organization researches performers/speakers (prior to or after) application process
	2. Sponsoring org contacts agents; do not make a verbal contract (please see the guide for inquiry)
2. *FAC Allots Funding to Sponsoring Org via application/hearing/deliberation process*
	1. Sponsoring org is informed of funding
	2. Sponsoring org attends mandatory FAC Funding Info Meeting and receives funding packet
	3. Sponsoring org meets with FAC Liaison to discuss event
	4. Sponsoring org sets up a meeting with the FAC Advisor to discuss the event
	5. Program Advisor gives contract documents to sponsoring org to complete prior to contract meeting
3. *Contract meeting*
	1. Sponsoring org to bring completed contact information form and event details forms to the meeting
	2. Sponsoring org and Program Advisor discuss event and contract details
4. *BID Process – this is applicable for events over $3000*
	1. Sponsoring org, FAC Liaison and Program Advisor will draft a BID
	2. The Performer’s Agent is contacted to go over all information before faxing a BID
	3. All BIDs are signed by the Program Advisor, Once all parties are in agreement, the BID is faxed
	4. Once a BID is accepted by a performer; the Program Advisor will request a contract from the agent
	5. If a BID is not accepted; repeat the BID process going down the artist slate until a BID is accepted
5. *Contract*
	1. If using agent contract, it is reviewed and edited by the Program Advisor
	2. A University Addendum and / or notes page are attached to the agent contract
	3. Program Advisor will coordinate University contract in lieu of agency contract
6. *University Lawyer*
	1. Program Advisor will take a copy of the revised contract to Warren Wells, the Campus Lawyer
	2. Warren Wells will review the contract; then contact the Program Advisor to suggest changes
	3. Conversation takes place with the Program Advisor and Warren Wells
	4. Revisions are made to the contract as needed; agent is contacted to discuss changes
7. *Signing of the contract*
	1. If the contract is $5,000 or less the Program Advisor will sign the contract
		1. Contract is sent to the agent via UPS mail, fax and/or e-mail
	2. If the contract is over $5,000 the contract will be sent to the Business office
		1. These contracts will be signed by the University Controller; Judy Mullins
		2. After the contract is signed, it is sent to the agent via mail, fax and/or e-mail
8. *Received Finalized contract or return to step five*
	1. All previous contract copies will be destroyed and the final signed contract will be distributed

**General Contact Information to Collect:**

 All contact information is to be collected before the CSI can begin working on an event contract. All contact information is to be typed into the contract contact form. This form needs to be given to the sponsoring organization by the FAC Liaison or the FAC Advisor. The contract contact form should be attached to all documents pertaining to an event. This will enable the student(s) and advisor(s) to be on the same page with the FAC Advisor. In addition, all information pertaining to an event needs to be communicated to agents, students, and advisors. The execution and completion of an event is the responsibility of the organization, its student planner(s) and advisor(s). Any additional guidance and help through the CSI will be determined by the FAC Advisor on an individual basis.

1. Collect all contact information from sponsoring org event chair and committee chair planning the event:
	1. Event Chair, Committee Chair, and Advisor Names
	2. Addresses
	3. Emails
	4. Phone Numbers
	5. Event Name
2. Collect contact information from the student event chair regarding the Agent and Agency details:
	1. Agency Name
	2. Agency Contact (Agent Name, Title)
	3. Telephone, Fax
	4. Address
	5. The name of the Event
	6. Entertainer/Artist (full legal name)
	7. Artist Social Security Number (Federal ID #for an Agency or Act)
	8. Legal Address
	9. Artist/Manager Phone (Agent will determine when to give out this information)

**General Event Information to Collect:**

 All general event and budget information is to be collected before the CSI can begin working on an event contract. All general event and budget information is to be typed into the contract event information form and the budget breakdown form. These forms will be distributed by the FAC Advisor. These forms need to be completed by the event chair before the FAC Advisor will start the contract process for an event. A meeting will need to be set up with the FAC Advisor once forms are completed to discuss the event prior to contract negotiations with an agent /agency. It will be the responsibility of the student event chair to keep parties (organization, advisor, and student chair) up to date on all information regarding an event. The execution and completion of an event is the responsibility of the organization, its student chair(s) and advisor(s). All contracts must be adhered to when planning and implementing an event. Any additional guidance and help through the CSI will be determined by the FAC Advisor on an individual basis.

1. Contract Event Details[[1]](#footnote-1)
	1. Event Program Details
	2. Hotel and Transportation
	3. Hospitality
	4. Production
	5. Ticket Information
	6. Publicity
	7. Publicity Restrictions
2. Event Budget Breakdown[[2]](#footnote-2)
	1. Total Budget
	2. Budget Breakdown
	3. Total Income project and total loss projected

**Important information to Discuss:**

1. Event
	1. Contact information, event details, performer information
	2. Survey and slate
	3. Budget
2. Insurance and Tax Issues:
	1. Make sure all forms are filled out for the business office
	2. You should request that the artist/agent send the following insurance information in advance of the performance:  Certificate for $2,000,000 general liability
	3. Check into how the Missouri State 2% entertainment tax is being paid for; encourage that this fee be taken out of the overall performance fee not paid for by Truman State University
	4. What is being purchased by the University (organizations) and the performer?
3. Billing Information:
	1. Are there special requirements concerning billing?
	2. Truman State University does not normally pay a deposit and will pay artist by University check following the performance.  Make sure that they know that the contract is for Truman State University. Determine who needs to sign the contract based upon the price.
	3. Gross sales; look at addendum and contract
4. Legal Reminders
	1. Once an amount or BID is agreed upon a contract will be sent to the FAC Advisor
	2. All contracts should be looked over before sending back to an agent by the University lawyer.
	3. What are your responsibilities as the event sponsor?
	4. Do the students understand all that they are committed to providing? Go over legal repercussions.

**Once contract has been received by the Program Advisor; event chair and Program Advisor confirm:**

Before Event:

 \_\_\_\_\_   The date(s) and time(s)

\_\_\_\_\_ The performance space is reserved for the date(s) given (confirmation number)

\_\_\_\_\_    The price for performance fee and overall budget is set

\_\_\_\_\_     Verify all hotel, travel and hospitality arrangements by confirmation numbers

\_\_\_\_\_   All budget information has been correctly turned into the CSI Secretary (FRF)

\_\_\_\_\_   Confirm the price of student, GA tickets and merchandise gross sales

\_\_\_\_\_   All legal documents have been reviewed and completed for the Business office

\_\_\_\_\_    Discuss the arrangements being made for the check: mailed or picked up by SAB

 \_\_\_\_\_     Arrangement has been made for any media /meet and greets

 \_\_\_\_\_     Reminder: No Alcohol, drugs, or fire arms are permitted on Truman’s campus.

 \_\_\_\_\_    Have a successful event!

1. W:\csi\SAB\General Documents\SAB event details form [↑](#footnote-ref-1)
2. W:\csi\SAB\General Documents\SAB event budget breakdown form [↑](#footnote-ref-2)