

**\*\*Request form and documents must be complete & submitted FOUR (4) WEEKS prior to event!\*\***

### **General Information:**

Be aware of and understand the “contracts” process at Washington State University. This request or an agreement is NOT an official university contract. The information requested on the request forms, however, is required to create the necessary contract. The final contract will be supplemented with a W-9 and Washington State Invoice Voucher. Be as specific as possible on the agreement details. Items not specifically listed/mentioned will NOT be provided as part of a performer’s compensation. The information about date, time and location is required for the official contract, but will also help protect the sponsoring organization. Make sure you list how long you expect the performer/entertainers to perform so it can be detailed in the contract language. Forms and documents must be submitted – **complete!** – **FOUR (4) weeks prior** to the performance. This time is necessary to generate the official contract forms for signature in time to have check prepared by the date of performance. Please note that **ONLY** the Student Engagement Executive Director has the required **Delegated Contractual Authority** to sign any contracts/agreements on behalf of WSU.

### **Payment Information & Check Payable To:**

Research who the check should be made out to. If the performer is sponsored/represented by a specific agency, they may want the check made out to their agency or a portion to them and the rest to the performer. Be aware some bands will have the check made out to one specific member of the band. Please be sure to indicate such information here.

### **Brief Description of Services:**

Please indicate what type of performance services will be provided (band, comedian, keynote speaker, etc.).

### **Special Arrangements/Conditions:**

Be specific about what your group will be providing – every provision has a cost. Be sure to plan in advance for additional expenses. It is simply a bad business practice to not plan ahead and opens the sponsoring organization to unexpected and unnecessary expenses. Please talk with the fiscal staff if you need to book a hotel and/or make any arrangements for meals or special “rider” requirements.

### **Signature of Account Authority/Advisor:**

We **MUST** have an advisor’s signature on this document before any contract paperwork can be processed.

### **Performer has their own contract/agreement and/or rider:**

If the performer/speaker has their own contract/agreement or rider, submit the following (*all together!*):

1. **Contract or Performance Agreement Request**
2. **[Contract Request form](#)**
3. **Performers/Speakers own contract/agreement**
4. **Rider**

Email **ALL** documents to **[si.finance@wsu.edu](mailto:si.finance@wsu.edu)**.