GUEST SPEAKER/PERFORMER

When we have a speaker or performer for a **Student** event (guest lecture, music performance, etc.) in order to pay for their services, we use the Purchasing Workflow Process and not use the Contract process.

## So, here’s the quick list process:

* Plan your event
* Schedule your performer/speaker
* Complete an Employee vs. Independent Contractor Checklist with Dean or Budget Authority approval (attached)
* Complete Performance Agreement Form (attached)
* Send the Performance Agreement form to the **speaker** for signature ONLY (generally done via email).
* Complete a DRS Contractor Status Form (for events more than $600) (attached)
	+ No signature is needed on this form
* Get a completed W9 from Speaker (blank attached)
* Complete a Requisition (req) in ctcLink and attach all of the appropriate information in the Header Comments section of req.

It’s important to remember that this process has to be completed **BEFORE** the event. You should give yourself and your team ample time to complete all of the steps so your performer/speaker can be paid timely.  You will be able to track the progress of your request using ctcLink.

You need to fill out the Performance Agreement and have your Dean or Director sign with their approval on Page 2.  The speaker should sign the agreement and complete the W-9. Please give yourself at least 2 weeks for the processing before the event.

Once the speaker has completed the event, that person will need to sign an **A-19** in order to get paid.  Also on the A-19, someone in your program/department has to sign the **A-19** acknowledging completion.

# Summary of Steps:

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| **TASKS** | **COMPLETED BY** | **WHEN** |
| Fill out Performance Agreement | Program Staff/Faculty | The moment you decide to have someone speak or perform |
| Sign Performance Agreement | Performer/Speaker | At least 10 business days before event |
| Complete and sign W-9  | Performer/Speaker | At least 10 business days before event |
| Complete Requisition | Program Staff/Faculty | At least 5 business days before event |
| Submit Agreement, PR, W-9, Independent Contract Checklist, DRS Contractor Status Form (≥$600) to Purchasing Office | Program Staff/Faculty | At least 5 business days before event in the Purchasing Workflow |
| Complete A-19 | Program Staff | After the Requisition has been completely approved in ctcLink |
| Appropriate Signatures on A-19 | Performer/Speaker and Program Staff/Faculty | Once event is over |
| Prepare payment | Accounts Payable | Once submitted to invoices email and through ctcLink |