# 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 Purchase Request (PR) in the Purchasing Workflow and attach all of the appropriate information
- Attach all completed forms to Purchase Request in the Workflow

*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 the Purchasing Workflow.*

You need to fill out the Performance Agreement and have your Dean or Director sign with their approval. 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:*

| 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 Purchase Request | 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 |
| Complete A-19 | Purchasing Office | At least 5 business days before event |
| Appropriate Signatures on A-19 | Performer/Speaker and Program Staff/Faculty | Once event is over |
| Prepare payment | Accounts Payable | Once submitted by Purchasing Office |