

## **SPEAKER/ARTIST/PERFORMER AGREEMENT INSTRUCTIONS & GUIDELINES**

The Speaker/Artist/Performer Routing Sheet and Agreement is a fillable PDF template available at [Procurement & Contracts Forms](#). These instructions follow the data entry sequence of the Routing Sheet and Agreement.

**Please note that the Agreement must be completed and signed by all Parties prior to the start of any services. The Agreement can only be signed by someone with appropriate signature authority.**

**Please complete an “After the Fact Payment Request” if services have already been started or completed.**

### **SPEAKER/ARTIST/PERFORMER AGREEMENT ROUTING SHEET:**

#### **1. DEPARTMENT INFORMATION:**

- a. The Requestor should be the primary contact between EWU and the Speaker. This person will receive a confirmation email with the Banner File Copy and Agreement #. The email indicates that the Agreement has been executed by Procurement & Contracts (P&C).
- b. The index is the 6 character shortcut that represents a fund, organization and program code in Banner Finance. If multiple indexes will be used, list all of them and provide the associated amounts.
- c. The Agreement Start Date is the anticipated start date of services or, if travel is involved, the first day of travel for the Speaker to arrive at EWU.
- d. The Agreement End Date is the anticipated end date of services or, if travel is involved, the last day of travel for the Speaker to depart EWU.

#### **2. SUPPLEMENTAL QUESTIONS:**

- a. If the Speaker is a current EWU employee or will be an employee when services are performed, the [Additional Employment Policy](#) must be followed. Contact Human Resources at [hr@ewu.edu](mailto:hr@ewu.edu) or (509) 359-2381.
- b. If the Speaker is a current student or will be a student when services are performed, [Student Employment Policies](#) must be followed. Contact Student Employment at [stuemploy@ewu.edu](mailto:stuemploy@ewu.edu) or (509) 359-2525.
- c. If the Speaker is a current WA St employee and is seeking to perform work that is unrelated to their official duties, [WA St Executive Ethics Board](#) approval may be required before executing the Agreement. P&C will coordinate this approval process with the Requestor to obtain required information from the Speaker.

#### **3. CHECKLIST:**

- a. A copy of the Speaker’s W-9 and a completed Agreement must be submitted to P&C for processing.
- b. If the Speaker has submitted a W-9 within a year of the Agreement Start Date and no information has changed, a new W-9 may not be necessary.
- c. If the Speaker is a Foreign National, the [Foreign National Honorarium Procedure](#) must be followed. Contact Tammy Felicijan at [tfelicijan@ewu.edu](mailto:tfelicijan@ewu.edu) or (509) 359-6821.

#### **4. APPROVALS:**

- a. Collect the appropriate department and college/unit level signatures.
- b. If a Grant index(s) will be used, obtain the appropriate Grants signature.

## **SPEAKER/ARTIST/PERFORMER AGREEMENT:**

1. PARTIES:
  - a. Enter the Speaker's legal business entity or individual name. If applicable, specify the D/B/A (doing business as) name. This information must match the Speaker's W-9.
2. ENGAGEMENT:
  - a. Enter all applicable Presentation or Event details and requirements.
3. NOTICE:
  - a. The Speaker notice information should be the primary point of contact for the Speaker. This contact may be different than the Speaker.
4. PAYMENT:
  - a. Enter the service fee. This may be an all-inclusive (services and expenses) fee or a separate fee plus reimbursable expenses as listed in Section 5.0.
  - b. If no service fee will be paid, enter \$0.
  - c. The Speaker must submit an *original* invoice to the Requestor. If needed, a Contractor Invoice template is available at [Procurement & Contracts Forms](#).
  - d. The Requestor must provide the Agreement # and index(s) on the Speaker invoice and obtain expenditure approval signature(s) indicating services have been rendered satisfactorily. When approved, submit the *original* invoice to Accounts Payable (319 SHW). Payment will be issued within thirty (30) days of receipt of the Speaker's Invoice by AP.
  - e. If payment to Speaker is required on the day of the Presentation or Event:
    - i. Clearly mark on the invoice "Please have check ready for pick up on the day of the Presentation or Event, XX/XX/XX (specify date).
    - ii. Submit the completed Speaker Invoice to AP at least ten (10) business days prior to the day of the Presentation or Event.
    - iii. Note: Advance signature on the invoice indicates that signer accepts responsibility in ensuring Speaker completes the services before payment is relinquished.
  - f. If the total compensation exceeds \$9,999.99, pre-authorization by P&C is required. The \$9,999.99 limit includes all fees and expenses associated with the Agreement. Contact P&C for additional information prior to negotiating any services with the Speaker.
5. EXPENSES:
  - a. Enter the maximum amount of travel and other expenses that may be reimbursed to Speaker or paid by EWU directly to a Vendor (i.e. airfare or hotel) in Section 5.0.
  - b. List each authorized expense category and the associated amount in Section 5.2. The total amount of all categories should equal the maximum amount entered in Section 5.0.
  - c. If no expenses will be reimbursed to Speaker or paid by EWU, enter \$0 in Section 5.0 and leave Section 5.2 blank.
6. ACCEPTANCE OF AGREEMENT:
  - a. Enter the date that the Speaker must return the signed Agreement. This date must be at least two (2) weeks prior to the Presentation or Event.
7. SIGNATURES:
  - a. The Speaker must sign and date the Agreement and print their name and title (if applicable).
  - b. If approved, P&C will sign the Agreement for EWU and send a fully executed copy to all Parties.