

Performance Agreement Instructions

This form should be used for one-time events where an individual is going to speak/present at a workshop/event or perform in the capacity of an artist/musician. It must be accompanied by a W9. This form must be provided at least ten business days in advance of the event.

This agreement should not be used for anyone currently employed or anyone who has been employed within the last twelve months by the University System of New Hampshire (Keene State College, Granite State College, University of New Hampshire, or Plymouth State College). If the individual is an employee or has been employed within the last twelve months by USNH, please contact Student Involvement for instructions. You, the student organizer, must ask the individual to be paid whether or not they have been an employee of USNH within the last twelve months.

ALL information must be completely and thoroughly filled out. For information that does not pertain to your event, please write "N/A".

Event Information

Date = date of event

Rain Date = is there an alternative date if weather causes cancellation?

Location = Building / Room / Outdoor location

Capacity of Room = how many people will the location legally hold

Time of Event = start time

Length of Performance = how long will the event last

Arrival Time = time you desire the artist/speaker to arrive prior to event

Description of Event = details regarding the event and expected performance

Sound Check Time = time artist/speaker should perform sound check to be ready for event

Doors Open = for attendees

On Stage = what time will the speaker or artist begin their presentation or performance (may be the same as Time of Event)

KSC Contact Name = your name

KSC Contact Phone # = your cell phone number

"Artist" Information

Name = full legal name

Organization/Agency Name = if represented or employed by an organization or agency

Organization/Agency or Artist Address = mailing address

Organization/Agency or Artist Phone (Day) = daytime contact number

Organization/Agency or Artist Phone (Night) = nighttime contact number

Day of Event Contact Name = artist's representative travelling with them or organization/agency representative or artist themselves

Day of Event Phone #: telephone number for name listed above

Fees and Compensation

Artist/Presenter Fee = agreed upon amount the individual will be paid for services

Date To Be Paid = if this form is completed and turned in soon enough, we may be able to have a check to hand to the individual after the performance; otherwise it will be mailed after the performance.

Payable To: this must match the name on the W9

Additional Requests: other requests by the individual for which your organization has agreed to pay

Signatures

The artist/presenter must sign and date the form and print their name.

The other signatures will be completed by the Director of Campus Life and Purchasing if approved.

Please note that completing the agreement does not automatically mean it will be approved.