

Executing a Contract

When executing a contract, please follow these steps:

- Whenever possible have the artist/performer provide the contract. The Director of Student Activities has a standard contract that can be used, but this is not ideal. You may also ask if the performer has a rider, which often includes technical information.
 - o The performer also needs to provide a W-9.

- Read over the contract and make sure it includes what you communicated to the artist/performer/manager. If you notice any discrepancies clear these up with your contact ASAP.
 - o Make sure all commitments you are making are broken down in the contract. For example:
 - \$500 performance fee
 - \$30 for meals
 - \$150 for travel
 - \$80 for hotel reservation
 - o Instead of: \$760

- When there are no questions send the contract and W-9 to the Director of Student Activities for signature. If there are any questions feel free to set up a meeting instead of just emailing. **STUDENTS CANNOT SIGN ANY CONTRACTS COMMITTING AN ARTIST TO A PERFORMANCE.** If you do sign a contract committing an artist to a performer you are liable for any/all legal repercussions of the contract.

- If there are no questions or concerns the Director of Student Activities will send the contract back to you along with the Performer Rider.

- You then send the signed copy of the contract and the Performer Rider to the artist/performer. The artist needs to sign the Performer Rider and send it back to you, and then to the Director of Student Activities. **THE CONTRACT IS NOT COMPLETE WITHOUT THE PERFORMER RIDER.**

- The W-9 then needs to be sent to the Business Office using bus_office@cornellcollege.edu. The Business Office cannot write a check if they do not have a W-9 on file for the performer.

- When entering the check request in Community make sure you enter 'on file' in the W-9 field. Not doing so will slow up the process.

Executing a Contract Check List

	Artist/Performer provided contract & W-9
	Contract outlines performance expectations discussed
	Contract & W-9 sent to Director of Student Activities for signature
	Performer Rider & signed contract sent to Artist/Performer
	Artist has returned signed Performer Rider
	Completed Contract and Performer Rider sent to Director of Student Activities
	W-9 send to bus_office@cornellcollege.edu
	Check request entered into Community at least two weeks in advance with W-9 box saying 'on file'