

# Contract Process

## **Who takes care of contracting entertainers?**

Student Engagement Center oversees this process. If you already have the details for your event, complete the Pre-Contract Worksheet located [here](#). No student or advisor should ever sign a contract! The university is authorized to make such agreements/contracts. Student organizations, while acting as the sponsor of the event, are not considered the purchaser and are not authorized to make such agreements independently.

## **Why do you need a contract?**

The intent of this arrangement is the legal protection of student organizations and the speaker or entertainer.

## **When do you need to do a contract?**

Student organizations, when needing the services of a speaker, entertainer, exhibitor, or service, must establish an agreement or a contract.

## **Who is responsible for the contracted person once they are contracted?**

As the sponsor for a speaker, entertainer, or similar service, the organization is expected to fully understand and comply with all University and State of Wisconsin contractual requirements.

## **What about speakers who are willing to appear with no cost?**

Speakers, entertainers, etc. who appear at no cost will still need a contract or agreement. In this instance, however, the agreement can be less formal.

## **Now, the performer is here and has performed, where do we get the check?**

The day after the event, the check will be mailed to the performer. Sometimes the check can be made available for disbursement from the Information Desk, University Union.

## **Is there anything else we are responsible for regarding contracts?**

The organization is also responsible for making all contractual arrangements for rooms, catering, technical needs (see below). Consult with Student Engagement Center staff as soon as possible to discuss program options. Allow at least 5 weeks prior to your event to complete a contract.

## **What about reserving rooms and technical sound and light equipment?**

If you need a room in University Union or classroom building, you can make your reservations at the University Ticketing and Information Center in the Union. A reservation assistant will help you in selecting a room that is most suited to your program. You will then be advised on all the types of services available for your event to

be successful. You can find more information about a variety of Union services at <https://www.uwgb.edu/student-organizations/room-reservations/>

*Reviewed March, 2022*