

CONTRACT PROCESS

for Student Association Clubs and Organizations

BIDS/OFFERS

- When a programmer is ready to make a bid, or offer, for an artist they must contact the SA Program Advisor.
- From there, the SA Program Advisor will draft a formal offer. If the offer is for Activities Commission, the SA Program Advisor will submit the draft to the Associate Director of College Union and Activities for approval.
- The SA Program Advisor will then turn in the formal offer to the SA Administrative Assistant. The SA Administrative Assistant will log the bid and submit it to the SA President and Director of College Union and Activities for review and signature.
- Once the offer has been reviewed and signed by the SA President and Director of College Union and Activities, the SA Program Advisor will return the offer to the agency or middle agent.
- The original bid will remain on file with the SA Administrative Assistant and be logged in the same way that contracts are logged.

SA PERFORMANCE AGREEMENTS/SERVICE AGREEMENTS

IMPORTANT:

Student Association contracts for performers or service agreements should be completed at least ONE month in advance of the event. This is to accommodate publicity, hotel reservations, and any transportation arrangements as well as to make sure payment will be made on the date of the event.

- It is mandatory that programmers begin the contract process with the SA Program Advisor. The SA Program Advisor will help them with the booking of events (if necessary) and will review the contract to confirm that all basics (ex. venue reservations) have been covered and thought through by the programmer.
- The SA Program Advisor will assist programmers in completing the required SA Performance Agreement or Service Agreement. The programmer or SA Program Advisor will then send the contract to the artist for their signature. The artist should sign first.

- When the performance or service agreement is returned, the SA Program Advisor will do an initial review to confirm that all necessary items (performance or service agreement and W-9 tax form) are attached and signed by artist and that the terms of the agreement have not been changed. The SA Program Advisor will then initial the top of the contract to signify that the contract is ready to be reviewed and approved by the SA President and Director of College Union and Activities.
- The programmer or the SA Program Advisor will then turn in the contract to the SA Administrative Assistant who will enter the contract into the tracking system and turn the contract in to the SA President for review and signature. The SA President will return the contract to the SA Administrative Assistant once they have signed the contract.
- The SA Administrative Assistant will forward the contract to the Director of College Union and Activities for review and signature.
- Once the Director of College Union and Activities has reviewed and signed the contract, it will be returned to the SA Administrative Assistant. If, at this point, there are unfinished items on the contract, the SA Administrative Assistant will return the contract to the SA Program Advisor for follow up. The SA Administrative Assistant is not responsible for contacting agencies or performers to settle issues with a contract.
- If the contract is complete, the SA Administrative Assistant will number the contract, keep the original, and return a copy (yellow) to the organization's treasurer through their mailbox in the SA Office along with a purchase order which will be automatically generated by the SA Administrative Assistant. The club Treasurer can now submit a check request with contract and purchase order attached for a check to make payment to the performer or service provider. The SA Administrative Assistant will also make a copy of the contract for the Associate Director of College Union and Activities and/or SA Program Advisor (if relevant).
- If a programmer or artist requires a copy of the contract, they should contact the SA Administrative Assistant. She will make a copy of the document for them.

AGENCY CONTRACTS

- It is mandatory that programmers begin the contract process with the SA Program Advisor. The SA Program Advisor will help them with the booking of events (if necessary) and will review the contract to confirm that all basics (ex. venue reservations) have been covered and thought through by the programmer.
- When a contract originates with an agency, programmers are still required to complete an SA Performance or Service Agreement. The programmer or SA Program Advisor should complete the required SA Performance or Service Agreement and the SA Program Advisor should turn in the complete package to the SA Administrative Assistant.
- The SA Administrative Assistant will initiate the tracking process and prepare the contract for review and signature by the SA President.

- After reviewing and signing the contract, the SA President will return the contract to the SA Administrative Assistant who will forward the contract to the Director of College Union and Activities for review and signature.
- Once the Director of College Union and Activities has reviewed and signed the contract, the contract will be returned to the SA Administrative Assistant. The SA Administrative Assistant will then return to the document to the SA Program Advisor to have the agency complete the SA Performance or Service Agreement and W-9 form.
- Once the agency completes and returns the SA Performance or Service Agreement and W-9 form and the contract is complete, the SA Program Advisor will initial the contract to signify that it is complete and has all required items: contract, SA Performance or Service Agreement, W-9 form.
- Now that the contract is complete, the SA Administrative Assistant will number the contract, keep the original, and return a copy (yellow) to the organization's treasurer through their mailbox in the SA Office along with a purchase order which will be automatically generated by the SA Administrative Assistant. The club Treasurer can now submit a check request with contract and purchase order attached for a check to make payment to the performer or service provider. The SA Administrative Assistant will also make a copy of the contract for the Associate Director of College Union and Activities and/or SA Program Advisor (if relevant).
- If a programmer or artist requires a copy of the contract, they should contact the SA Administrative Assistant. She will make a copy of the document for them.

ADDITIONAL NOTES:

Student Association contracts for performers or service agreements will only be reviewed and signed by the SA President if the programmer is from a SA-funded club or organization. If Student Association is not funding the performer or service, they will not accept any liability for the event by signing a contract on behalf of the programmer and/or club or organization.