Campus Departments & Student Organizations

HOW TO COMPLETE THE ENTERTAINMENT CONTRACTS FOR TOWSON UNIVERSITY

*ALL BLANK FIELDS MUST BE COMPLETED*

ALL BLANK FIELDS SHOULD BE COMPLETED BY THE TOWSON UNIVERSITY STUDENT, FACULTY, OR STAFF MEMBER CONTRACTING THE “ARTIST.” Please note that regardless of whether your vendor is a DJ, speaker, or performer, they will be referred to as the “artist” throughout the TU Entertainment Contract.

Please open your contract in Adobe Acrobat DC. To edit, you will have to click tools and then Fill & Sign in all open areas. If you do not have Adobe Acrobat DC, please open in internet explorer to edit and save in all fields.

1. Date: Insert today’s date.

2. Type in your Student Organization name. This is VERY important to ensure that the correct organization is being billed.

3. Full Name of Artist: Insert the full legal name (not stage name) of the artist, followed by their complete address.
   a. Please note: The full legal name and complete address on the contract should match the name and address on the completed W9. (A W9 is a Federal Tax document, which is required if you are paying the artist.)
   b. If Artist is not represented by Agent, the Name, Address, and FEIN number of Authorized Agent needs to be filled in.

4. Type of Engagement: This is where you explain what your artist will be doing. Examples include, “DJ performance,” “Lecture Event,” “Musical Performance,” etc.
   a. If the artist is a DJ or musical performer, please make them aware prior to signing of the contract about article 24 in the TU Entertainment Contract that states ‘Artist must recognize that the performance will occur in a community environment. All music played in public areas or an outside venue either by a DJ or a band, must be “radio edit” music without crude and obscene lyrics during the performance.’

5. Date(s) of Engagement: Include the Month, Date, and Year of your event.

6. Place of Engagement: Include the room and building where your event is taking place. Examples include, “University Union, Potomac Patio” “West Village Commons, Ballrooms A & B,” etc.

7. Time(s) of Engagement: Include the start and end time of which you will require the services of your artist. If the artist requires a set-up and break-down time, include this as well.

8. Breaks or Intermissions: Specify whether your artist will receive any breaks throughout his/her services. If so, specify when, and for how long.

9. Compensation: Specify how much you are paying the artist for their services. This should be a numerical value ($100.00), followed by the written value (one hundred dollars).
   a. If you are not paying the artist, please write “N/A” in this section.
   b. ONCE YOU HAVE COMPLETED ALL 1-9 FIELDS, SEND THE CONTRACT TO THE ARTIST/AGENCY. THEY WILL NEED TO COMPLETE THE REMAINING FIELDS. Once they sign, please give to the appropriate person to sign in your department. Please make sure to send back a fully executed contract.

10. Terms of Payment: after “payable to,” the artist should write in their full legal name or agency should list in their name, as listed at the top of the contract and in their W9 document. This is the name to which the check will be written out to.

11. Federal Tax Identification, Social Security Number or Federal Tax Identification number.
a. The artist should write in their Social Security Number if the artist is getting paid. If the artist is a student, they should provide their TU ID# ONLY.
b. The agency should write in their Federal Tax Identification number if the agency is getting paid.
c. The artist should then check “Yes” or “No” in sections 1 and 2.
   i. If the artist is a student, they should provide their TU ID# ONLY.

12. Acceptance by the Parties: The artist or agency should sign and print their name, and include their complete address and date of signature.

13. Student Organizations
   a. Once the artist or agency has completed their information, print the contract.
      i. Submit to Mary Leeper in UU226 (SGA Office)
      ii. Matt Lenno, Assistant Vice President of Campus Life, will sign the contract.

14. Questions? Contact Elizabeth Purswani at epurswani@towson.edu