Campus Departments & Student Organizations

HOW TO COMPLETE THE ENTERTAINMENT CONTRACT FOR TOWSON UNIVERSITY

ALL BLANK FIELDS SHOULD BE COMPLETED BY THE TOWSON UNIVERSITY STUDENT, FACULTY, OR STAFF MEMBER CONTRACTING THE “ARTIST.” SIGNATURES ARE RESTRICTED TO AUTHORIZED INDIVIDUALS. STUDENTS ARE NOT PERMITTED TO SIGN CONTRACTS.

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, open using internet explorer to edit and save in all fields.

1. Date: Insert today’s date.

2. 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 represented by an Agent, the Name, Address, and FEIN number of Authorized Agent needs to be filled in.

3. 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.’

4. Date(s) of Engagement: Include the Month, Date, and Year of your event.
   a. Ends on date is the date the event ends. If your event is only one day, it will be the same date repeated.

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

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

7. Breaks or Intermissions: Specify whether your artist will receive any breaks throughout his/her services.
   a. If so, specify when, and for how long. Example, “One 20-minute intermission mid-way through event” If there are no breaks or intermissions, insert “N/A” in this section.

8. Compensation:
   a. Specify how much you are paying the artist for their services. This should be a numerical value ($100.00). Leave “payable to” blank. If you are not paying the artist, please insert “N/A” in this section.
   b. Specify how much you are paying the agency for their service fee. This should be a numerical value ($100.00). Leave “payable to” blank. If the artist is not represented by an agency or if you are not paying the agency, insert “N/A” in this section.
Skip I-9 Requirement and Federal Tax Identification section. These are completed by the artist. Continue with University Contacts.

9. Towson University Department Contact:
   a. Host Department(s) or Student Organization Name(s): Insert your Student Organization or Campus Department name. **This is VERY important to ensure that the correct organization is being billed.**
   b. Host Contact Information boxes: For student organizations, the first box is pre-populated with the Director of Student Activities information. Use the available boxes to insert the requested information for your department or organization contacts for this event.

10. At the very end of the document, Additional terms: Use this space to insert any necessary information regarding the artist’s performance, event details related to the contract, collaborating groups, etc.

**ONCE YOU HAVE COMPLETED STEPS 1-10, SEND THE CONTRACT TO THE ARTIST/AGENCY.**

THEY WILL NEED TO COMPLETE THE REMAINING FIELDS:

11. 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.

12. 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.

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

**THE ARTIST/ AGENCY SHOULD NOW RETURN TO YOU A COMPLETED DOCUMENT.**

Review all sections to ensure all information has been filled in by the artist / agency.

14. Submit your contract for university authorized signatures:
   a. Student Organizations, print the contract and submit it to Vicki Young in UU252.
      i. The contract will be forwarded to Corey Bailey, Director of Student Activities or Matt Lenno, Assistant Vice President of Campus Life, to sign the contract.
      **REMINDER – Students are NOT permitted to sign contracts.**
   b. Campus Departments, submit your contract to the correct person in your department for authorized signatures.

**Questions?** Contact Kelly Carpenter in the Office of Student Activities (UU251) or kcarpenter@towson.edu