HOW TO COMPLETE THE ENTERTAINMENT CONTRACT FOR TOWSON UNIVERSITY
*ALL HIGHLIGHTED FIELDS MUST BE COMPLETED*

ALL GREEN HIGHLIGHTED 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 contract.

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.)

3. Type of Engagement: This is where you explain what your artist will be doing. Examples include, “DJ performance,” “Lecture Event,” “Musical Performance,” “Amusement Rental,” etc.

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

5. 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.

6. 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.

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

8. 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. ONCE YOU HAVE COMPLETED ALL GREEN HIGHLIGHTED FIELDS, SEND THE CONTRACT TO THE ARTIST. ALL YELLOW HIGHLIGHTED FIELDS SHOULD BE COMPLETED BY THE ARTIST:

9. Terms of Payment: after “payable to,” the artist should write in their full legal 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.

10. Federal Tax Identification, Social Security, or TU ID Number: The artist should write in either their TU ID number (if they are a Towson University student/staff/faculty), Federal Tax Identification number (if they are a registered business), OR their Social Security Number if they are working independently. The artist should then check “Yes” or “No” in sections 1 and 2. a. If the artist is a student, they should provide their TU ID# ONLY. b. If you are not paying the artist, a Social Security number is not necessary.

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

ONCE THE ARTIST HAS COMPLETED ALL YELLOW HIGHLIGHTED FIELDS, PRINT THE CONTRACT AND SUBMIT IT TO MARY LEEPER IN UU226 (SGA OFFICE). MATT LENNO, ASSISTANT DIRECTOR OF CAMPUS LIFE, WILL COMPLETE ALL BLUE HIGHLIGHTED FIELDS ON BEHALF OF THE UNIVERSITY.

Questions? Contact Elizabeth Purswani at epurswani@towson.edu