WHEN DO I NEED A CONTRACT?

WHAT’S THE PROCESS?

CHEAT SHEET

WHEN?

• If you are paying an outside vendor (speaker, performer, DJ, etc.), you MUST go through SLCE for contract

• A representative from your organization (preferably the one who is planning the event or has had conversations with the artist/vendor) must meet with a SLCE staff member at least 3 weeks before event date.

WHAT?

• DO NOT SIGN ANYTHING!

• Any contracts you receive must be brought to SLCE.

• UC does not use vendor contracts, we issue our own Utica College Standard Engagement Agreements.

• You need to know the technology requirements (if any) of your performer.

  Fill out the Media Request form as soon as possible.

  http://www.utica.edu/academic/iits/compuserservices/mediacenter/request.cfm

  Explain the performance and IITS will help decide equipment needed.

• We will not issue contracts without an established budget plan.

• All contracts are issued for payment to a specific person or established company with a proper W9 tax form filled out and submitted to the IRS.

Questions, contact SLCE at slice@utica.edu or 315-792-3037.