

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/computerservices/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 slce@utica.edu or 315-792-3037.