**PERFORMANCE EVENT CONTRACT INFORMATION SHEET**

This form is to be completed by the Department contact responsible for bringing a speaker, performer, artist, band, or other similar individual or entity (“vendor”) to UNC Campus or to a UNC-Sponsored event off-campus. Once completed, please submit a New Contract Request via OnBase and upload this document. If you have any questions, please email any of the contract team: [john.chaplain@unco.edu](mailto:john.chaplain@unco.edu), erin.haida, or jill.zamarripa

**PLEASE PROVIDE THESE ITEMS:**

1. If a proposal or agreement was provided by the Person or Entity, please upload it into OnBase.
2. A W-9 **MUST** be provided with this Form so a Bear # may be created and so we can verify they are not on the Federal Disbarment list.
3. If an individual is being paid under a Social Security Number, as evidenced by the W-9, an Independent Contractor Agreement must be submitted as the payment mechanism.
4. If an individual is being paid under a Federal Employee ID Number (FEIN) they may be paid by referencing the contract number on the Check Request.
5. If payment is being made in excess of $10,000, a Purchase Order must be encumbered by the Department upon receiving a fully executed contract *prior to the release of payment.*

**DETAILS FOR THE AGREEMENT / CONTRACT**

1. Name of Vendor/Person/Entity the contract is with:
2. Mailing Address of above Vendor, Person or Entity [including city and zip code]:
3. **Name of UNC Event**:
4. **Date** **of UNC Event**:
5. Timeframe the Vendor is contracted for (e.g., 6 pm – 10 pm):
6. Time Requirements:
   1. What time should the Vendor arrive:
   2. Will there be a rehearsal or a sound check before the Event? If so, what time and how long will it be:
   3. Please list the event(s) the Vendor is *required* to attend, i.e., “Meet and Greet” or “Q&A,” etc.:
   4. If this is a speaking agreement, are there components required for inclusion in the speech? If so, please describe:
   5. If this is a speaking agreement, what are the approximate start/end times? i.e., a 30-minute speech, a 60-minute presentation/speech, etc.).
7. **Location** the event will be held at (if multiple sites, please be sure to note such here. PLEASE INCLUDE THE **STREET ADDRESS**):
8. Please list the Stage, Sound System, Technical, or Setup Arrangements that will be provided by UNC (if any); or will Vendor provide them:
9. Please list the Tools, Equipment, and/or Instruments that will be provided by UNC (if any); or will Vendor provide them:
10. Ground Transportation: Will UNC provide any ground transportation from DIA to UNC, or within Greeley, between hotel and campus? Will we give a stipend towards using Uber? *UNC cannot reimburse travel for non-UNC employees. Stipend amount should incorporate all costs to be paid by UNC. Please reach out with any questions to Morgan Gray at* [*Morgan.Gray@unco.edu*](mailto:Morgan.Gray@unco.edu)*.*
11. Food and Beverage: Will UNC provide any meals? *If so, will this be paid at UNC’s per diem, or at a banquet or as part of a larger event, food/water items for dressing rooms, etc. PLEASE NOTE: UNC can only pay allowable Per Diem rates as it would for any employee. It is preferred for non-employees, that a flat amount be added to any payment or stipend to avoid additional check processing costs and staff time.* **UNC can provide no alcohol under any circumstance.** Please describe any meal (pizza or dinner before/after the event at a restaurant, etc) or any snacks UNC is providing to Vendor:
12. Hotel: Will UNC provide any hotel stays? *If the individual(s) are staying in Greeley, a reservation should be made by UNC staff by calling the DoubleTree by Hilton Greeley at Lincoln Park in order to make the reservation and obtain the UNC rate. This must be paid with UNC P-Card. Please indicate the number of nights and rooms to be paid for. If the individual(s) are not staying in Greeley, describe how UNC shall pay for their accommodations:*
13. Is a Dressing Room/Green Room required for the Vendor?
14. Will Vendor be selling promotional materials (photos, books, posters, buttons, etc.)?
15. Will the payment be handed to the Vendor/Person/Entity on the day of the performance/end of conference or should it be mailed out in the next check-run following the event?

How much is the Vendor receiving? $\_\_\_\_\_

1. What address and to whom should payment be made (if not to entity and address listed in #1 & #2 above)?
2. Please provide the following information:

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| --- | --- |
| **UNC REPRESENTATIVE:**  name: Sarah Spencer  tITLE: Program COordinator, Office of student organizations  ADDRESS: 2101 10th st, Campus box 78, greeley, CO 80639  phONE: 970-351-2906  CELL:  Email: sarah.spencer@unco.edu | **PERFORMER REPRESENTATIVE:**  NAME:  TITLE:  ADDRESS:  PHONE:  CELL:  Email: |

THANK YOU! Please upload into OnBase or email to your contracts team member!