**PERFORMANCE EVENT CONTRACT INFORMATION SHEET**

This form is to be completed by the Department person responsible for bringing a speaker, performer, artist, band, or other similar individual or entity to UNC Campus or to a UNC Sponsored event off-campus. This form will serve as the basis for drafting the Performance Event Contract. Once completed, please submit as a New Contract Request via OnBase. If you have any questions, please email to Neil Johnson @ [neil.johnson@unco.edu](mailto:neil.johnson@unco.edu).

**PLEASE PROVIDE THESE ITEMS:**

1. If a proposal or agreement was provided by the Person or Entity, please email it to Neil Johnson when you submit the New Contract Request in OnBase, so it may be added to the contract record.
2. A W-9 **MUST** 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 OR CONTRACT**

1. Name of Person or Entity with whom to be Contracted:
2. Mailing Address of above Person or Entity:
3. Name of UNC Event:
4. Date(s) of Event:
5. Time Requirements
   1. What time should the Person/Entity Arrive:
   2. Will there be a rehearsal before the Event, if so, what time and how long will it be:
   3. Please list the event(s) the Person/Entity is required to attend, i.e., “Meet and Greet”, “Q&A”, etc.:
   4. If this is a speaking arrangement, are there requirements for components to be included in the speech? If so, please describe:
   5. If this is a speaking arrangement, what are approximate the start/end times? (I.e,, a 30 minute speech, a 60-minute presentation/speech, etc.).
6. Location Event will be held: i.e,, Carter Hall Room 1002, or Doubletree by Hilton Greeley at Lincoln Park, etc. If multiple sites, please be sure to note such here.
7. What technical arrangements are required to be provided by UNC?
8. Will UNC or Person/Entity provide any technical equipment or instruments?
9. 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).
10. 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.
11. 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:
12. Is a Dressing Room required?
13. Will Person/Entity be selling promotional materials (photos, books, posters, buttons, etc.)?
14. Will the payment be handed to the 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?
15. What address and to whom should payment be made (if not to entity and address listed in #3 & 4 above)?
16. Please provide the following information:

|  |  |
| --- | --- |
| **UNC REPRESENTATIVE:**  name:  tITLE:  ADDRESS:  phONE:  CELL:  Email: | **PERFORMER REPRESENTATIVE:**  NAME:  TITLE:  ADDRESS:  PHONE:  CELL:  Email: |

THANK YOU! PLEASE RETURN TO [NEIL.JOHNSON@UNCO.EDU](mailto:NEIL.JOHNSON@UNCO.EDU)