

Check List.....

- ___ 1. Reserve a facility

- ___ 2. Negotiate the terms of the contract

- ___ 3. Advisor makes final offer/ request for contract

- ___ 4. Forward contract to Purchasing Office for approval

- ___ 5. Coordinate payment process

- ___ 6. Have a successful event

How to “Book” a Performer



Center for Student Involvement



Office Hours: 8:00 AM– 5:00 PM

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Center for Student Involvement



How to “Book” a Performer

First things first...

Reserve a facility. You don't want to have a performance and no performance space. To avoid scheduling conflicts, please check university calendars to be aware of major campus events.

Include your advisor in all conversations.

When talking to an agent or performer...

- Be honest. Don't promise things, facilities, accommodations that aren't available
- Be honest about costs and budgets, and negotiate your best deal. Make sure the organization can afford the entire program (contract, publicity, production, catering, security, etc...)
- Ask questions: What are your performance requirements? What is the minimum stage size you can use? Sound? Lights? CD player? Power Point?
- Ask for references if necessary. What other schools have they performed at? Can you view their performance on tape, CD, DVD, or online?
- Have your advisor make the final offer and contract request: verbal contracts are legally binding and as a student, you

do not have legal authority to commit the University to a contract. If you make a verbal commitment, and the advisor is not involved, you can be held personally liable for the contract and all expenses (in other words **YOU** would have to pay the performer).

Contract..

Your advisor should process all contracts and payments. All contracts must be edited for approval by the Purchasing Office, 678-839-6380, Aycock Hall. The University will not process any contract without this authorization.

Payment processes vary and your advisor should know the best way to make that happen for your particular budget. Keep in mind that most University payment processes take 5-10 days to complete.

Another note...

- There are many contractual elements the University cannot agree to, and the Purchasing Office can assist you in avoiding those items and other contractual issues.
- If the Performer doesn't have a contract? Contact Student Involvement for a sample contract.

- Can't find a performer? Ask other organizations, ask other students, also contact Student Involvement for ideas.

