

Contracting Tips

There may be times when you will be asked to request and review a contract. Contracts are legally binding documents representing a “mutual meeting of the minds between two parties.” Reading them can be tedious and not very exciting, but if you are asked to, you want to review a contract with a fine toothcomb. Here are a few tips to help you take the confusion out of contracting.

Vocabulary Often Used in Contracts

- Artist—refers to the performer, speaker, entertainer, trainer, consultant
- Agent/Agency—refers to the person/company representing the artist
- Rider—an attachment to the contract that specifically states additional terms of the agreement—just as legally binding as the contract
- Plus Travel—add airfare, car rental etc. to the cost
- Shared Travel—the school will be responsible for a % of the travel
- Sponsor—name of your institution
- Venue—space/location for event

Five Contracting Don'ts

1. Do not commit to anything on the phone.
2. Do not commit on the phone or in writing without having: a venue for the event; the money for the event.
3. Do not advertise for an event until the contract has been signed.
4. Do not contract someone without seeing a demo first.
5. Do not sign a contract if you are not authorized by the institution.



Never just sign your name, rather sign it “John Doe for Longwater University.”

...if you are given permission to sign a contract, always sign it on behalf of the institution.

College Policies on Contracts

Ask your advisor or supervisor if there any institutional policies that you need to know when reviewing contracts (i.e. no deposits, tax information, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.

The 1, 2, 3, 4s of Contracting

1. When requesting a contract over the phone, review the following: location/venue requirements (stage, space needs, height); contract fee; technical requirements (sound, lights, power); food/lodging (specific needs for a pool or exercise room?); travel (who is paying; transportation from airport); when ready, request for a written contract to be mailed.
2. Once you have received the contract, review the details of the contract: date, time, location, stipend, accommodations, and technical requirements; confirm with appropriate offices that you are able to provide what is requested; any additional rider requirements.
3. When making changes on the contract: call the agent to talk through and agree on any major requested revisions; cross out or revise in pen on contract; initial and date; follow any specific standards your institution has when it comes to contracts.
4. Signing and sending the contract: provide your revised copy of the contract to the individual(s) authorized to sign contracts; attach an institutional rider; attach a campus map, hotel brochure and driving instructions if necessary; make two extra copies of the signed contract before mailing back to agent—these are for your files.