

Entertainment Contract FAQ

What is the proper procedure for generating a university contract for entertainers?

- Campus Activities and Student Engagement (CASE) handles the contracting process for recognized student organizations that want to bring speakers, entertainers, and other professional services to the UW-Stevens Point campus.
- [Room reservations](#) must be made if you are planning to host the event in a campus room or building and should be approved before submitting a request for a contract.
- If your event requires any sort of technical needs (speakers, music, microphones, special lighting, etc.) please reach out to [Event Technical Services](#).
- Contracting Performers & Entertainment forms are available on [SPIN](#).
- Prior to contracting, ask your speaker/performer if they have their own contract. If they do, attach that in the Contracting Performers & Entertainment form when prompted.
- *FOR YOUR PROTECTION, DO NOT SIGN ANY CONTRACTS.*
- Once you have submitted the Contracting Performers & Entertainment form, it will be reviewed by the SGA Finance and Travel Specialist for funding approval.
- When approved, CASE will generate a contract (or cover sheet if the artist has their own contract) and W9 that will be sent to your performer or their agency for review and signature via DocuSign.
- Please notify your performer to watch for these emails as they cannot be paid until both forms are completed.
- *If you are a department that requires a contract, reach out to the Office of Student Affairs.*

How long does it take to process a contract?

A *minimum* of six weeks is requested to allow for enough time for all parties to review and approve the contract, and for the performer/agency to be registered as a vendor with the Universities of Wisconsin. We cannot guarantee payment will be ready for a performance if the request is submitted less than six weeks in advance.

What office handles Entertainment and Entertainment Services contracts?

The CASE office is located in the basement of the Dreyfus University Center (DUC) and handles contracts for recognized student organizations. The Office of Student Affairs handles contracts for other departments and campus groups. If you have questions regarding contracts, please reach out to CASE and we can walk you through the process.

Why can't I just sign a contract and get a reimbursement for the expense?

To protect students, faculty and staff from legal liability, all official arrangements with entertainers, lecturers, agencies, etc. are made through the CASE office. This includes the signing of any and all contracts. We are sure you would agree that you don't want to be held personally liable for the payment of services to an entertainer – this is what would happen if you do not follow proper procedures. If you were to *personally* sign a contract, you

would *personally* be liable for the payment of that contract. UW-Stevens Point will not bail you out!

How do we get a UWSP check for the performance?

After a contract is fully executed (signed by all parties and supporting paperwork completed), you will be emailed when your check is available. The check can be mailed or picked up at the CASE office. It is your responsibility to pick up the check and make payment to the performer. It is extremely important that you wait until AFTER the performance to make payment.

What if the performer asks for a deposit?

UW-Stevens Point *does not* pay deposits for any type of entertainment performance, regardless of the amount of the contract. This policy is non-negotiable. The State of Wisconsin's view is that the contract is binding and that it guarantees payment will be made if services are rendered. If this is an issue with a potential performer, let us know.

Additional Questions?

Contact CASE office, located in the lower level of the DUC.

Monday – Friday
8 A.M. – 4:30 P.M.

Dreyfus University Center (DUC) lower level
Phone: [715-346-4700](tel:715-346-4700)
Email: case@uwsp.edu