

## KSU International Artistic Performance Agreement Instructions

The KSU International Artistic Performance Agreement should be used for entertainment only. It is a fixed, short-term agreement with an individual or entity.

1. Complete the KSU International Artistic Performance Agreement Routing Form, indicating “Not Applicable” (or “N/A”) as needed. An incomplete or incorrect routing form will delay payments to Performers, as follow-up will be required with the department contact person. Attach any documentation that supports your answers, as indicated. (Note: if A/V services are required, then MDG approval must appear on Routing Form and, in addition, an electronic Project Request Form – AV Project Services, must be submitted. Visit the MDG web site at <https://web.kennesaw.edu/mdg> )

2. Using the AGS System, determine whether the Performer is already in the system or whether the Performer should complete a Vendor Registration Form, Foreign National Information Form (FNIF) and W-8BEN Form.

3. Complete the KSU International Artistic Performance Agreement (if this is the appropriate agreement form, as determined by answers to questions in the Routing Form). Please note the following tips:

- **Agreement must be reviewed by KSU’s International Tax & Residency Officer Nancy Sanders at ext. 3536. Agreements with foreign nationals are not valid without approval from the International Tax & Residency Officer.**
- If the cost of the performance is \$5,000.00 or greater, please complete a Sole Source Form located at [https://financialservices.kennesaw.edu/business/business\\_services\\_forms](https://financialservices.kennesaw.edu/business/business_services_forms). The approved form must be signed and forwarded to the Procurement Office at MD #9110 (or [purchasing@kennesaw.edu](mailto:purchasing@kennesaw.edu) via a PDF) for processing before the KSU International Artistic Performance Agreement is signed.
- For agreements of \$5,000.00 or greater, the agreement must also be signed by the University Procurement Officer, after the Routing Form is complete (including any Mandatory approvals) and the Performer has signed the agreement (plus Vendor Registration and W-8BEN Forms, if necessary).
- The Performer name is the legal name of the Performer. This name must match the name on the Vendor Registration Form.
- Contact Information: The KSU Contact is the project manager (the individual hosting or arranging the performance).
- Performer’s Representative: This is only used if the Performer has an agent or a broker (if not then indicate N/A).
- It is recommended that the total amount of compensation include all costs (travel, food, lodging, ground transportation, etc...). If the Performer’s accommodations will be paid directly to the hotel, please note this on the agreement and advise the hotel. This will expedite payment of the bills. If the bill does not reference a KSU department contact, then Business Services will not be able to determine who is responsible for authorizing payment so that the check can be issued.
- Any **Riders** or **Terms & Conditions** that the Performer provides must be approved by the **KSU Legal Department** at [contracts@kennesaw.edu](mailto:contracts@kennesaw.edu) before being signed.

4. Notifications needed in addition to the Routing Form Approvals:

- When using a **meeting room** on campus, other than a regularly scheduled classroom, forward a copy of the agreement to **University Events** at [events@kennesaw.edu](mailto:events@kennesaw.edu) or MD #9102.
- If **Security** is needed, forward a copy of the agreement to **Public Safety** at MD #2001.
- If **Catering** is needed, forward a copy of the agreement to **Campus Dining and Culinary Services** in Auxiliary Services at MD #4000.
- Please check with the **Environmental Health, Safety and Risk Management Department** to determine whether **Proof of Insurance** is needed. Once the Performer submits the Proof of Insurance, a copy needs to be forwarded to the Environmental Health, Safety and Risk Management Department at [riskmanagement@kennesaw.edu](mailto:riskmanagement@kennesaw.edu).

**Be sure that agreement copies reach the above departments in plenty of time to adequately plan and provide for the event.**

5. Create an **AGS Issue Payment** and forward the completed agreement, routing form, invoice (if applicable) and other supporting documentation to Accounts Payable, MD #9110.