

KSU Artistic Performance Agreement Instructions

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

1. Answer all of the questions on the KSU Artistic Performance Agreement Routing Form and indicate Not Applicable (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 support your answers, as indicated.

2. Complete the Artistic Performance Agreement. Please note the following tips:

- 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. The approved form must be signed and forwarded to the Procurement Office at MD #9110 for processing.
- The Performer name is the legal name of the vendor. This is the name on the vendor's social security identification or federal employer identification. This name must match the name on the Vendor Registration Form submitted by the vendor.
- 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, who in most cases is the vendor.
- 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 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.
- If Audio/Visual equipment is needed, forward a copy of the Agreement, including the technical requirements, to the Multimedia Development Group at MD 1805.
- Any Riders or Terms & Conditions that the Performer provides must be approved by the KSU Legal Department at contracts@kennesaw.edu before being signed.
- 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 Artistic Performance 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.
- If Proof of Insurance is needed, a copy needs to be forwarded to Karmen Binion in Environmental Health, Safety and Risk Management at riskmanagement@kennesaw.edu.

3. Create an AGS Issue Payment and forward the completed Agreement, Routing Form, Audio/Visual Technical Equipment Rider, and supporting documentation to Accounts Payable, MD 9110.