CONTRACT PROCESS

Process 1 – Contract process if using the standard Northwestern University contract:

1. Complete ALL necessary information on the standard University contract and rider.
2. E-mail, mail, or drop off the contract and rider to the speaker, performer, or vendor
3. Have the speaker, performer, or vendor review the contract material and sign. Have the speaker, performer, or vendor send you the signed contracts and rider (scanned or by mail) Scanned copies must be legible. If we can’t read them, we can’t pay them.
4. Drop off the signed contracts and riders to your advisor to have reviewed and signed by the University. Contract turnaround time is about 2 weeks. Contracts will be returned to the advisor who will then let you know they are ready to be picked up.
5. Send a copy of the contract material to the speaker, performer, or vendor so they can keep for their record.
6. Pick up the signed contract material and have the group’s treasurer take the material to SOFO to arrange payment (W-9 Form must also be included for payment)

Process 2 – Contract process if using a speaker, performer, or vendor provided contract:

1. E-mail/Send the University rider to the speaker, performer or vendor
2. Have the speaker, performer, or vendor review the contract material and sign them.
3. Have the speaker, performer, or vendor send you the signed contracts and rider.
4. Drop off the signed contracts and riders to your advisor to have reviewed and signed by the University. Contract turnaround time is about 2 weeks. Contracts will be returned to the advisor who will than let you know they are ready to be picked up.
5. Await an e-mail or phone call from your advisor to let you know that the contract material has been approved and is ready for pick up.
6. Pick up the signed contract material and have the group’s treasurer take the material to SOFO to arrange payment (W-9 Form must also be included for payment)
7. Send a copy of the contract material to the speaker, performer, or vendor so they can keep for their record.
Common Questions

1. **When do student groups use contract?** Contracts are used whenever you invite an outside person to campus to provide a service or performance. In general, the purpose of the contract is to describe what is expected from each party to the agreement (i.e. what the speaker, performer, or vendor expects from the University as well as what the University expects from the speaker, performer, or vendor).

2. **What if the speaker, performer, or vendor has their own contract?** Use their contract and not the standard University contract. Do not use both. Regardless of whose contract is used, the standard University rider is still required.

3. **If a speaker, performer or vendor is coming for free, do we still need a contract?** Yes, the purpose of the contract is still the same (please see the response to question #1).

4. **When do we start the contract process?** As soon as possible! The following guidelines should be kept in mind when working with contracts. All contracts should be submitted to your advisor’s office at least 1 month prior to the actual event date to allow necessary individuals to review and sign contracts.
   a. At least 6 weeks prior to event for contracts less than $10,000
   b. At least 8 weeks prior to the event for contracts less than $10,000

5. **Can students sign the contract?** NO! Students are not authorized to sign any contract material. The only three people permitted to sign contract material are Natalie Furlett, Associate Director for the Center for Student Involvement (CSI), the Assistant Vice President for Student Affairs, and the Vice President of Student Affairs. The advisor does an initial review of the contract before it is sent to CSI.

6. **When can we start advertising?** Once the contract material has been signed by both Northwestern University and the speaker, performer or vendor and returned to your advisor. If the event is funded by ASG or SAFB, then you must show the signed contract and rider to the Account/Group Executive first before advertising.

7. **When is payment rendered to the speaker, performer, or vendor?** Payment is always rendered via Northwestern University check from SOFO. An honorarium check is either hand-delivered to the speaker, performer, or vendor on the date of the event or mailed to them (or their agent) after the event. A reimbursement check for additional expenses (i.e. travel) is usually mailed to the speaker, performer, or vendor after the event. Arrangements can be made to have reimbursement check mailed to the speaker, performer, or vendor after the event.

8. **Are we able to pay the speaker, performer, or vendor a deposit?** No. The University does not pay deposits or pay according to any other payment schedules. Payment of honorarium is in full via one Northwestern University check from SOFO.