
Speaker, Artist, Performer Agreement

Amendment Template – Instructions

Purpose

An amendment is used to make a change to an executed contract

Process

Document necessary contractual changes by completing the template - filling in the blanks referencing the contract and explaining the changes being made. Both parties must sign the amendment.

Procedure

1. Complete the blanks with the relevant information from the Speaker, Artist, Performer Agreement that was signed and is now needing to be changed.
2. Provide the amendment to the Speaker, Artist, Performer for signature. Electronic signature, such as through DocuSign is acceptable.
3. Once signed by the Speaker, Artist, Performer, obtain ASU signature. The amendment should be signed by the same individual that signed the Speaker, Artist, Performer Agreement. Again, electronic signature is acceptable.
4. Provide a copy of the signed amendment to the Speaker, Artist, Performer, send a copy to ASU Office of General Counsel at [OGC](#), maintain a copy with your contract file.