

Engaging Speakers, Artists and Performers

What is the difference between a speaker, artist, performer and a service provider?

- A speaker provides a presentation or speech
- An artist or performer provides a show or performance; singers or musical artists are examples
- Both of the above is usually done for an **audience**
- A service provider provides a service; a face painter and DJ are examples
- Purchase orders are **not** issued to speakers, artists and performers; terms and conditions of the Speaker-Artist-Performer Agreement apply to the individual/group
- Purchase orders are issued to service providers; terms and conditions of the purchase order apply to the individual/group

What do I need to do?

1. Choose the speaker or artist, or performer
2. Fill out the [Speaker-Artist-Performer Agreement](#)
3. Get the agreement signed
4. Hold a successful event
5. Process payment

Where do I start?

Once you've selected a speaker, complete the [Speaker-Artist-Performer Agreement](#) This contract needs to be signed by both the speaker and the University **BEFORE** the event occurs.

When do I need the Speaker-Artist-Performer Agreement?

- Whenever a fee will be paid to the Speaker, Artist or Performer - regardless of the dollar value of the engagement.
- This also applies to Honorariums.

Why do I need the Speaker-Artist-Performer Agreement?

- The [Speaker-Artist-Performer Agreement](#) is required to ensure terms and conditions of the engagement are in place at the time of the event.
- A purchase order cannot be issued to a speaker, artist or performer.

How do I know if the speaker/artist/performer is set up in Workday?

- Reference FMS Work Instructions, [Find Suppliers for Departments Report](#) to determine if the speaker/artist/performer is set up.
- Send the registration link if the speaker/artist/performer is not set up in Workday. Refer to the Supplier Set-up tab of the [Procurement Guide](#).
- Confirm set up has been completed before submitting the supplier invoice. Reference FMS Work Instructions, [Verify Supplier Setup](#).

Who can help me?

- [Procurement](#) if the supplier has questions or concerns about the terms and conditions of the agreement.
- Risk Management if you need to request a [waiver of insurance](#).
- Financial Services if there are questions about documentation requirements.

How do I finalize payment?

- After the event, [Create a Supplier Invoice](#) in Workday

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What additional documentation is needed for a foreign supplier?

- If any part of the fee or reimbursement occurred in the U.S. attach the Alien Data Collection form (and any attachments that are indicated on that form for the speaker/artist/performer's visa status) and their I-94.
- If all services and reimbursements occurred outside of the U.S. attach proof of the location of the services, this could be the conference brochure, agenda, etc.

Steps in more detail:

Please note, this process is not for any Speakers, Artists or Performers that ASU is facilitating payment for a Student Organization or Club.

1. Access the [Speaker-Artist-Performer Agreement](#) from the Office of General Counsel website. Download the agreement from this site each time you hire a speaker/artist/performer, to ensure you have the latest version. Do not save the template to your computer for future use.

NOTE: All steps 1-6 must be done **prior to** the event.

2. Fill in all information on the Agreement related to the speaker name, the event details and agreed upon fee. Do not change any of the language in the template.
3. Save the document such that no changes can be made by the speaker/artist/performer.
4. Send the agreement to the speaker/artist/performer for signature. If the speaker/artist/performer needs to register in FMS, also send the registration link.
5. After the completion of steps 1-4, if the speaker/artist/performance indicates that they do not carry insurance, the department may request a waiver of insurance from Risk and Emergency Management by completing a [Request for Waiver of Insurance](#). See [Insurance Waivers](#) for more information.
6. Once signed by the speaker/artist/performer, obtain the appropriate ASU signature, in accordance with [Contract Signature Authority](#).
7. Verify the speaker/artist/performer has been set up in FMS.
8. After the event, [Create a Supplier](#) Invoice to pay the speaker/artist/performer the agreed upon fee. Attach the fully executed Speaker-Artist-Performer Agreement along with the approved insurance waiver, if applicable.