

THE PERFORMANCE AGREEMENT PROCESS

Performance Agreement

A "Performance Agreement" is used for services provided by performer or artist such as a musician, singer, comedian, disc jockey, magician, karaoke player or dancer, band or orchestra leader, theatrical and film productions or symphony organizations and agencies. Often times, performers or artists are represented by an agent (designated representative).

Implementing the Performance Agreement. Before the performance begins, complete a "[Performance Agreement](#)". Complete "Exhibit A" of the agreement. Exhibit A can be modified to reflect the requirements of the performer you are hiring. If the performer or artist requires an advance booking deposit or other deposit prior to performance, complete the alternate version of "Exhibit A".

W-9 Form. NEW performers or their representative designee must complete a [W-9 form](#) with their Social Security number or Employer Identification Number (EIN) and signature. EVERY performer or agent must have a new W-9 on file annually (on a calendar year basis).

If the performer or agent does not have an EIN and is using their Social Security number as their tax ID, the following items MUST also be provided:

- (1) **Social Security Card.** Obtain a copy of the performer's or representative's Social Security Card. ALL performers or agents must submit a copy of their card unless one is already on file with the District.
- (2) **I-9 Form.** Contract originator must obtain an [I-9 form](#) with employee section completed. Copies of all required documents showing the performer's eligibility to work (if you obtain a copy of a passport as proof, we still need a copy of the social security card so that the District can pay the individual).

Signatures. Obtain the required signatures of the performer or representative designee and college administration and forward all paperwork (Agreement and W-9, plus the I-9 and Copy of SS Card if applicable) to Purchasing for processing.

Payment Authorization. Once the performance is completed, prepare an [Authorization for Payment](#) form and obtain the department/division administrator's signature. Submit the signed form to the campus Business Officer for review and approval (they will forward the form to the Accounts Payable Department). If the performer requires an advance booking deposit and/or a check on the date of the performance then submit the payment authorization form with the agreement.

Check Issued. Accounts Payable will process the invoice, cut a check and forward payment to the performer or designee.

As always, if you have any questions please contact the Purchasing Department.