

Guest Speaker/Artist Agreement Instructions for Use and Processing

Step One

- a. Confirm that the Guest Speaker is not a current STC employee or a former STC employee who left STC within 12 months of the Engagement Date.
- b. In the first section of the Agreement, please include the Guest Speaker's full legal name as it appears on the Speaker's W-9 federal tax form. *The Agreement must be between STC and the person or business entity to whom STC is making the payment as shown on the W-9.*
- c. Provide the contact information, including email addresses, in box 6.2.
- d. In the signature box at the end of the Agreement, include the name of the person signing on behalf of the Guest Speaker (which will be the Guest Speaker him-/herself if doing business as an individual person); include the title of that person if he or she is signing on behalf of a business entity.
- e. Add signature lines for anyone from your Department who intends to sign the Agreement. (See below.)
- f. Complete Attachment "A" including:
 - The Engagement Date if the Guest Speaker is providing services on one day only **OR** the Commencement Date and the Termination Date indicating the beginning and the end of the relationship for a multi-day engagement. (You may mark as "Not Applicable" the option that does not apply.)
 - A complete description of the Services including whatever information you may have such as the topic(s) and the dates, times, duration and locations of the lecture/presentation.
 - The fees that will be paid.
 - If any expenses will be reimbursed (and often they are not), these must be explained and a fixed amount must be included. If not, you can mark this as "Not Applicable."
 - The Total Not-to-Exceed amount showing the total of the fees and expenses, if any.
- g. At your option, send the completed draft to Todd C. Nelson (tnelson2@southtexascollege.edu) for review and approval.
- h. Send the final approved Agreement to the Guest Speaker for his or her review and approval. If the Guest Speaker requests any substantive modifications to the Agreement, please contact Todd Nelson. All changes to the form must be approved.

Step Two

- a. Make arrangements for the Guest Speaker to:
 - sign and date the Agreement and initial the bottom of Attachment A
 - fill out and sign a W-9 form
 - provide any additional information that may be required such as references or a CV

(If the Guest Speaker has provided the W-9, references or CV within the fiscal year to which this Agreement applies, he or she does not need to provide them again.)

Step Three

- a. At your option, you may:
 - i) mail or deliver a paper copy of the Agreement and other forms to the Speaker; or
 - ii) send the documents as an email attachment for the Speaker to print and sign/initial/date, etc.; or
 - iii) have the Speaker sign/initial/date the documents in your office.

The Guest Speaker should return the original documents (signed, initialed and dated) by mail or personal delivery; however, if time is of the essence, the Speaker may scan and send them as an email attachment and then provide the originals at a later date.

b. When you have the Agreement as well as all of the other required documents, route them to the Purchasing Department for final review and execution by STC after which a fully executed copy will be sent or delivered to the Speaker.

As of January 1, 2025, the only required signature is either the Director of Purchasing, or designee, if the amount payable under the Agreement is less than \$10,000, or, if the amount is over \$10,000, the Vice President of Finance & Administrative Services. (At your option, you may add signature lines to accommodate signatures of any personnel in accordance with your Departmental procedures.)

If the Guest Speaker would like a fully executed original Agreement, he or she should provide two signed/initialed/dated originals so that STC can sign and date both sets and return one to the Speaker.)