

# GUEST ARTIST CONTRACT GUIDELINES

*Cal State Fullerton School of Music  
Meng Concert Hall*

These guidelines are set to help provide you with information and process for scheduling a guest artist and executing a contract with them. For every paid artist, there must be a contract signed by the artist (or artist's management company) and Contracts & Procurement with a minimum of service dates and payment terms.

**This entire process can take up to 16 weeks, especially for foreign artists. Please plan accordingly.**

*NOTE: Only Contracts & Procurement are allowed to sign contracts on behalf of the University. Faculty (and staff) are not authorized to sign contracts. Signing the contract yourself puts you personally responsible for the terms of the contract.*

## **Scheduling & Contract Process**

- Negotiate a date with the School of Music Production Coordinator and the Artist.
- Provide the Production Coordinator (Michael August) with a copy of the Contract and Technical Rider for review.
- Negotiate with Artist (or artist's management company) on items in the Contract and/or Technical Rider that we are not able to provide either due to your budget or excess equipment requirements (i.e. hospitality, smoking in dressing rooms, 15 monitors, etc).
- Once a date has been decided upon, and the specifics of the contract agreed upon, give the School of Music Accountant (Elizabeth Guzman) a final copy of the contract.
- The School of Music Accountant will forward the contract with an addendum to Contracts & Procurement for review and signature.
- Contracts & Procurement may make minor legal changes and then return the sign contract (and addendum) to the School of Music Accountant. This can take 2 weeks.
- The School of Music Accountant will then return the packet (contract / addendum / vendor data record / invoice) to you for the Artist (or the artist's management company) to complete and sign. All the documents in the packet must be completed and signed or payment cannot be issued.
- Note: The Vendor Data Record must be complete for tax purposes. If it is not completed 40% will be withheld for taxes
- Once the Artist returns the completed packet, give the originals to the School of Music Accountant.
- The School of Music Accountant will then be able to issue payment from the documents in the packet.

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