Review the following steps when negotiating a contract for a performance, lecture, or service for your registered student organization.

1. BEGIN PLANNING AT LEAST ONE MONTH IN ADVANCE
   Contracts should be started months in advance since they require back and forth negotiations, attention to the details, and arrangement of the necessary services. Club leaders should meet with their SPO Advising Dean immediately to discuss the plans. The contract should arrive at BC at least one month before the event. Faxed contracts must be followed by the original in the mail. Remember, students cannot sign contracts—only SPO staff are authorized.

2. DETERMINE AVAILABILITY OF FUNDS
   The club treasurer should meet with the Student Affairs Business Services Center (SABSC) to ensure the availability of the necessary funds for the contract amount and all ancillary expenses such as chairs, reception, audio/visual, Boston College Police Department, travel costs, etc.

3. BOOK SPACE
   Space for the event must be booked and approved before a contract can be negotiated.

4. BE ALERT TO VERBAL AGREEMENTS
   Be careful when talking to agents, because verbal agreements can be legally binding. Do not make any promises without first speaking to your Advising Dean.

5. REVIEW CONTRACTS
   Include the following information:

   **Topic**: The event/lecture topic should be stated on the contract.

   **Included events**: If you would like to have the performer attend a dinner or reception or speak to a class, the event should be included in the original negotiations and on the contract. If you would like to tape or photograph an event, prior permission is needed and also should be noted on the contract.

   **Total amount including all incidental expenses**: It is recommended that all the performer’s expenses be included in the total on the contract. This includes:
   - airfare, train, or gas expenses
   - ground transportation to and from the airport in both the home city and in Boston
   - hotel accommodations
   - meals
   - agent’s fees (if appropriate)

   **Riders**: Any riders to the contract must be noted on the contract and included when the contract is signed and returned to the agent. No alcohol may be purchased for the performer.
6. **SUBMIT CONTRACT TO LEGAL REVIEW**
   Check with your Advising Dean since major contracts (over $5,000) should be reviewed by University Legal Counsel and sometimes by the Department of Risk Management. Additional time is required for this step.

7. **OBTAIN SPO SIGNATURE**
   **Contracts should be signed by your Advising Dean.** Students are not allowed to sign any agreement, including bids, on behalf of their Boston College organization.

   Advising Deans can sign contracts only after they have been signed by the performer or agent. The Advising Dean’s signature must be the last signature so that no changes can be made to the contract without SPO’s consent.

8. **ORGANIZE GROUND TRANSPORTATION**
   Students must not drive the performer around (e.g., pick them up at the airport, give them rides to the hotel). If the performer needs transportation, a taxi must be used or a limo hired.

9. **PROVIDE PAYMENT**
   Mail or personally give payment to the performer/agency after the event has occurred.

   Submit a copy of the original contract, signed by both the Advising Dean and the agent, with a check requisition for payment at least two weeks prior to the event.

   Boston College does not pay deposits on any contracts. (The only exception is for hotel agreements.) Full payment is made after the event. A contract signed by an Advising Dean is the guarantee that BC will stand by the agreement.

**FOR MORE INFORMATION:**  Student Programs Office, 21 Campanella Way, Suite 242
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