



ARTISTIC PERFORMANCE AGREEMENT & SPEAKER AGREEMENT

General inquiries call ext. 22642
Legal-related inquiries call ext. 11274

Q. When is the Speaker Agreement required for speakers?

A. The Speaker Agreement is required for speakers when one or both of the following apply:

If the speaker is represented by an agency;

If the speaker is a prominent and high risk figure (i.e. Bill Clinton, Maya Angelou)

If the speaker is not represented by an agency and is not a high risk figure.

Q. When is the Artistic Performance Agreement required for artists?

A. When one or both of the following apply:

The individual will provide services of an artistic, theatrical and/or musical nature;

An agency is providing/facilitating an artist/performer

Q. What are the required documents for Artistic Performance Agreements and Speaker Agreements?

A. The required documents depend on whether the Speaker/Artist is a corporate entity (i.e. Inc., LLC, PC):

Required Documents—Individual

1. Speaker/Artist, Performer Contract; Artist/Performer Agreement; Agency Agreement; Agency Release; Agency Waiver; Agency Acknowledgment; Agency Certificate of Insurance
2. Speaker/Artist Workers' Compensation Waiver Form
3. Independent Contractor Payment Form (*N/A if a PO will be used for payment)

Required Documents—Corporate Entity

1. Speaker/Artist, Performer Contract; Artist/Performer Agreement; Agency Agreement; Agency Release; Agency Waiver; Agency Acknowledgment; Agency Certificate of Insurance
2. A Copy of the Agency Certificate of Insurance
 - a. General Liability amount should be at least \$1 million
 - b. Consultant/Vendor should be located at:
Pace Plaza, New York, NY 10038
4. Agency Certificate of Insurance (at least \$1 million) or Agency Certificate of Insurance (at least \$1 million)