

Contracts for Speakers and Entertainers

If an RSO wants to bring a speaker or entertainer to campus for an event that is open to campus, and there will be payment made to the speaker or entertainer, a contract must be executed. The contract coordinator on campus, Diane Huettl, writes contracts for all of campus, so advance planning is necessary. **A minimum of one month in advance is required to draft a contract so start early.**

Steps to Follow

1. Review Contracts information online
2. Gather relevant information
 - Date, time, location of event (have your location reserved!)
 - Name and contact information of organization or person you wish to contract with
 - What you expect of the speaker or entertainer in contracting with them (example: how long they will speak or perform)
 - Compensation rate for the speaker/performer and who is providing compensation
3. Work with your RSO Advisor to [Initiate a Contract](#)
4. Maintain contact with the Contracts Team until the contract is fully executed

Points of Contact

Finance and Administration, Wigley Administration 238, 507.389.6623

Diane Huettl, Contracts Coordinator – diane.huettl@mnsue.edu

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