

**Looking to have a DJ or Speaker or another type of Artist at your next event? Follow these steps to bring them to RIT:**

Clubs should start the Contract process one month before the event is to take place.

- 1) Register Event with EVR Monday through Friday 1 p.m. to 4 p.m.
- 2) During the intake, the EVR staff will ask if your club is having a DJ or Speaker. If so, EVR will give the club a Contract Request Form (CRF).
  - Once the Contract Request Form (CRF) is **completed**, it should be returned to EVR or the SAU Information Desk. This should be done no less than three weeks before the event so that payment is requested in an effort to be made to them on the day of service.
  - Please make sure that the CRF is **COMPLETE**. All blanks should be filled in, and no line should be left empty (even if there is no charge, please write “Zero Dollar”).
  - If your DJ/Speaker/Artist has their own contract, it should be attached to the CRF and returned to EVR or the SAU Information Desk.
- 3) The Center for Campus Life has professional staff who will create a contract based on your CRF, after receiving it from the club/representative. If the artist has their own contract, please attach it to the CRF for the Center for Campus Life to review.
- 4) EVR will send the contract and W-9 to DJ both by fax and regular mail.
  - The DJ is responsible for signing the contract and W-9 and returning them to EVR *at least two weeks* prior to the event.
- 5) EVR will forward the completed contract and W-9 to Merry Schading.
- 6) Merry will request a check from RIT Accounts Payable (**This process can take 10-14 days.**)
- 7) The Club representative will be notified when the check is available to be picked up from the SG Info Center in the RITreat.
- 8) If these time frames are not followed, we can not guarantee payment for the day of service. It will be your responsibility to communicate that to the DJ, Speaker, or Artist.