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# INSTRUCTIONS -

# Speaker / Guest Lecturer/ Performer Letter Template

**Notes on using these templates**: The engagement letter and permission to record forms within this document are to be used by departments who are authorized to hire speakers, lecturers or performers (performers) for department events. **Reference SJC’s Contracting Policy on mySJC for limits and other details**. These *templates are* only for use in engaging performers, speakers, lecturers who are US Citizens. It may not be used to pay Saint Joseph’s students or employees. All payments to such individuals must be processed via the payroll system.

Please note, you cannot promise the contracted party that the College will not withhold any taxes. A completed Form W-9 must be attached to the completed contract (Engagement Letter), and both must be submitted to the Treasurer’s Office prior to the engagement date.

Delete sections which are not applicable, particularly the payment of fees and expenses. Two signed originals should be sent to the contracting party with an addressed return envelope. A Permission to Record release form must be signed if you plan to record or photograph the speaker in any way. The particulars of what may be recorded and how (e.g. still photos and voice only) may be changed but the Release and Distribution rights may not be changed without risk management review.

Thank you.

Rev 3-2018 CFO



**ENGAGEMENT LETTER**:

[Date of correspondence]

[TO] Name, Address

RE: (e.g.) Name of Event, Date of Event Dear [*name*]:

This letter formalizes our invitation from the [*name of department*] to you to [*speak, lecture, perform*] at the Saint Joseph’s College campus on [*date/s*] from [*time*] to [*time*], at [*specifically list the facility*].

Saint Joseph’s College agrees pay you [*an honorarium, a fee*] of [$ *amount*]. This will be mailed to you at the above address, unless you give us specific written instructions otherwise, within ten days of your presentation. You understand and agree that you are acting as an “independent contractor” and that you are not an employee of the College with respect to this engagement or any related work you may undertake in connection with this engagement.

[We have also agreed to cover your expenses, which may include mileage (reimbursable at the rate set by the federal government) or a car rental (not to exceed $xx.xx/day), airfare (not to exceed $xxx.xx), local hotel for [*how many nights*] not to exceed $xxx.xx/day, meals (not to exceed $xx.xx /day) etc. In order for the College to reimburse you for your expenses for this event, you must submit original receipts to document within (ten) days following the event.

Please enclose a copy of this letter with your receipts.

The College may withhold taxes as may be required by federal law. If we are required by law to withhold taxes, and we have not received your federal tax ID number, we will not be able to process payments to you. You must provide a completed Form W-9 in order to receive payment.

If you bring a car to campus, please park in designated areas only. *The department can arrange for the speaker to have a temporary parking pass for faculty/staff lots. The parking office can provide your department office with passes. If you do this, explain to the person how it will work.*

Any changes to the program must be communicated as soon as known to [*who*] at the [Department] Office by [*date*]. While it is not our practice to do so, the College reserves the right to cancel the event at any time for any reason.

Please let us know if you have any questions about this event. [*You should provide the name of and contact information of the person who initiated/arranged this engagement.*] Please sign and return one copy of this letter, along with the completed IRS Form W-9 enclosed, to indicate your understanding and acceptance of our agreement, and the terms and conditions enumerated herein.

Payment cannot be processed without a signed copy of this agreement. A return envelope has been provided for your convenience.

We look forward to ... *Etc., etc.*

Sincerely,

*SJC representative name typed here, signature on line Date*

# I agree to the above terms.

*Contracting party name typed here Date*

*{Encs: Permission to Record Release*



# Permission to Record:

I hereby authorize Saint Joseph’s College to record in any media (audio, video or other media) my image, voice, speech or presentation and any interviews I may give to be used for educational, archival or other communications purposes. I understand that these images may be stored or distributed via disk or electronically via the internet. While it is the intent of the College to use the recordings for the purposes stipulated, I understand and agree that the recordings may be kept or used forever and may be used for any purpose the College deems fit including reproduction or distribution in any media as may now or hereafter exist.

I hereby release Saint Joseph’s College, its trustees, officers, employees, volunteers, students, student associations and participating organizations, sponsors, vendors, program participants, agents and assigns (collectively, the Released Parties) from any and all liability related to dissemination or distribution of any recording of my participation in the program, presentation or interview or my image or voice, or the unauthorized reproduction, distribution, or display of the images or voice in print or any and all other media that may now or hereafter exist, and any alteration, distortion or illusionary effect, whether intentional or otherwise, in connection with said use, by any and all individuals or companies that are not Saint Joseph’s College or the Released Parties.

Signature Date

* I DO NOT authorize Saint Joseph’s College to record in any media (audio, video or other media) my image, speech or presentation and any interviews I may give.

*The authorization (paragraph 1) may be modified to suit your speaker’s choice – e.g., the speaker may permit audio recordings of specific events only. The release (paragraph 2) may not be modified.*