

Hiring Outside Entertainment/ Speakers

Having outside entertainment or speakers is an awesome way to bring attention to your event. However, there is extra work that goes into getting them to campus. It is easy to do, but requires that student leaders plan it out well in advance and communicate with the appropriate Western Staff member. Below are basic guidelines on how to bring someone in.

Things to know:

- Talk to staff about how you want to bring so they can be cleared by the University.
- For live entertainment like a band there is a formal way to make an offer to them.
 - First you can find out availability, but do not discuss payment.
 - Ex: Hello,
I represent (insert organization here) from Western Colorado University. We would like to know the availability of Chintilly Bling October 16, 2021. Thank you for your time and I look forward to hearing back from you.
Thank you,
(Insert name)
- Once you know their availability get with Western Staff to make a formal offer that will include price, lodging, rider, production, and other details. This can often turn into a back and forth to create the right agreement. When the final agreement is made the contract is signed by Sherry Ford.
 - Western cannot supply any alcohol or drugs to performers.

Funding:

- Acquire funding through fundraising, co-sponsorship, sponsorship, or grant
- Once funding is secured and the outside artist/speaker is chosen inform the appropriate Western Staff member so an encumbrance can be started.
 - DO NOT HIRE AN OUTSIDE INDIVIDUAL WITHOUT GETTING AN ENCUMBRANCE BEFORE THE EVENT
 - If an encumbrance is not done before the event it will be up to the club members to pay for it
- Make a plan with your Western Staff member for payment transaction Exemptions:
- If a purchasing card can be used for payment an encumbrance is not needed

Rules:

- Do not sign any contractual agreement yourself
- Speak with the appropriate Western Staff Member before making any agreements
 - MCC- Elizabeth Cobbins; ICC/PC- Sara Phillips; Club Sports- Ryan White; SGA- Sara Phillips;