

Contract Negotiation Form

Steps for Bringing a Speaker or Performer – Bowdoin Contract Negotiation Procedures

Students are not allowed to enter into contract negotiation or agreements on behalf of Bowdoin College. To be valid, all contracts need to be signed by a Bowdoin Administrator. Please have one of the following administrators sign off on your negotiation form for each of the following sections (Nate Hintze, Silvia Lorrain, Eunice Shin). This process must be started no later than four weeks before your anticipated event date and for any speaker over \$1,000.

The Student Activities Office uses a standard Bowdoin College contract for many speakers and performers. This contract template can be obtained from the Student Activities Office.

1. In your initial email or phone call inform all agents and artists that you are simply gathering information about their service and are not authorized to make or confirm an official offer at this time. If you have a budget for this event do not reveal that amount at this time.

You are required to ask your potential speaker/agent the following questions:

- What is the speaker's honorarium or fee?
- Is there any room for negotiation on the fee?
- What are the accommodations (e.g. travel expenses, lodging, meals, etc...) they require?
 - If the fee includes accommodations, ask is the speaker fee requirement open to an all-inclusive offer/contract. *All-inclusive means that Bowdoin pays one flat fee that covers all costs including speaker fee, travel, hotel and meals.*

Fee quote from agent/speaker: _____

Date of Program: _____

Anticipated Venue: _____

Administrator Signature: _____ **Date:** _____

2. Meet with Student Activities to discuss opportunities and steps for negotiating speaker fee and ideas for collaboration or supportive funding across campus. Bring along or email in advance of the meeting a proposal answering the following questions:

- Program description
- Benefits of bringing the speaker to campus
- Event marketing plan
- Potential partnerships or collaborators

Counter Offer Fee: _____

Final Speaker Fee: _____

Administrator Signature: _____ **Date:** _____

3. Reserve Space for Speaker.

4. Submit SAFC Proposal.
Submit copy of negotiation form to SAFC.

5. Start contract process with the Student Activities Office.

Administrator Signature: _____ **Date:** _____