Print Form Reset Form

Guest Lecturer/Performer Agreement

Name of Guest Lecturer/Performer

[1] Taxpayer ID or Social Security Number from an IRS Form W-9

Street Address

Phone Number Area Code/###-####

City, State and Zip Code

email Address

The above named Guest Lecturer/Performer agrees to provide:

on the _____ of _____, _____ at _____

Day Month Year Location of Lecture/Performance

beginning at _____ .

Time of Day

The above named Guest Lecturer/Performer certifies that he/she is not currently an employee of the University of Utah and hereby agrees to indemnify and hold harmless the University of Utah from any loss, liability, or damage resulting from any act or omission of the Guest Lecturer/Performer.

The University of Utah agrees to pay the Guest Lecturer/Performer a fee of $_____, to be paid by a University check, to be delivered immediately following the Lecture/Performance.

The University of Utah further agrees to provide (if applicable):

It is agreed by both parties that termination of this agreement must be by mutual consent and that the Lecture/Performance and attendant activities will conform to applicable University of Utah Policies.

FOR THE GUEST LECTURER/PERFORMER

Guest Lecturer/Performer Signature

FOR THE UNIVERSITY OF UTAH

Principal Investigator Signature

Chairman/Dean/or Director Signature

Instructions: This completed form and an IRS Form W-9 are required for all Payment Requests on behalf of Guest Lecturers/Performers. When using a federal contract or grant to pay for Guest Lecturer/Performer services, also attach a signed invoice from service provider. Allow ten business days for the check to process. Charges for Guest Lecturers/Performers should be made to accounts with the range 62100 to 62121.

[1] A taxpayer ID is required for this vendor. Ask the vendor or their agent to complete an IRS Form W-9.