**INSTRUCTIONS**

**STANDARD SPEAKER, ARTIST, PERFORMER CONTRACT / RIDER**

What is the Speaker and Artists Contract and Rider?

The Contract and Rider to Agreement for a Speaker, Artist and Performer is an agreement and an addendum to an agreement between Pace University and a speaker, artist or performer who performs on Pace University campus or at a Pace University sponsored event.

When should I use a Speakers/Artists/Performer Contract

The Contract can be used when the speaker, artist, dancer, musician or performer does not have its own contract for the event.

How should I Use the Rider?

The Rider should be used when entering into an agreement with a speaker, lecturer, artist, performer, musician, dancer or other performer, where Pace University has invited the speaker and/or artist to speak or perform and the performer has its own written contract or agreement.

If the speaker is a low risk individual, only engaging in a speaking engagement, the Honorarium Agreement might be used instead, which does not require University Counsel review. Check the Honorarium Agreement link to determine whether your speaking engagement meets the requirements.

Since the rider is an addendum to the agreement between Pace University and the Speaker/Artist/Performer, the Rider should be attached to the performer’s contract and forwarded to the Speaker /Artist/Performer for review.

**Note:** Standard Agreements and Riders, which are accepted without change by the Vendor, will be automatically approved by University Counsel when received for review.

Are there any other requirements?

Please make sure that the company complies with any insurance requirements outlined in the contract or rider, which includes listing Pace as an additional insured on its insurance certificate. The certificate of insurance should be submitted along with the contract and rider.

Examples:

Colin Powel speaking at Annual Law School Dinner at the Plaza Hotel
Modern Jazz Quartet appearing on Pleasantville campus for noon jazz series.