

Event Planning Worksheet

Name of Event: _____

Date: _____ Location: _____

Organization Sponsoring the Event: _____

Organization Acct #: _____

Contact Person: _____

Email: _____ Ext: _____

Bringing a Speaker/Entertainer to Campus Policies and Procedures

1. A contract between the college and the performer must be attached to the check request. **Students may not enter into contracts on behalf of the college.** They must work with Campus Activities if another office is not advising the event.
2. The speaker or entertainer must submit a W9 form with his/her contract. This is an IRS form we are required to have on file for our vendors (payees). The Business Office will not release payment without one. If the vendor has previously performed at Carleton, he or she may have already submitted a W9. Students can contact the Business Office to see if one is on file. The W9 can be found on the Business Office website under Forms and Policies or at irs.gov.
3. Please inform speakers and entertainers who are not Minnesota residents that a 2 percent nonresident entertainer tax will be withheld from their compensation and reimbursements. Residents of Wisconsin, Michigan and North Dakota are eligible for exemption from this tax. Please contact Shari Meyer (507-646-4022) if the performer meets this criterion.
4. Please allow adequate time to process paperwork. Checks are processed Thursday morning and check requests must be submitted by noon on Wednesday.

Budget

Please list all expenses expected to be incurred for this event.

Speaker/band	
Travel	
Food	
Advertising	
Other:	
Other:	
Other:	
Other:	
Total	

Financing

In the following table please obtain written approval for all sources of funding for the event.

Dept. Acct #	Dept. Name	Amount	Signature