



Williams College is committed to building a diverse and inclusive community where members from all backgrounds can live, learn, and thrive in a context that robustly supports both inclusion and open inquiry. When planning events (speakers, artists, performers, exhibits) we ask that you think carefully about the goals, format, and framing of your event and its relationship to the Williams community and its educational mission and values.

General Performance Contract

This contract is for the personal services of speakers and performers on the engagement described below.

Made this the ___ day of ___, ____, between the undersigned representative of Williams College (purchaser) and _____ (performer).

This engagement is being sponsored by _____ at Williams College.

The speaker/performer agrees to furnish the purchaser with services under the following terms:

1. Type of Event: _____
2. Title/Topic: _____
3. Date: _____
4. Event Schedule: example
 - a. 4:15 PM - Informal Student Session - no preparation needed
 - b. 7:00 PM - On-stage conversation, followed by audience Q&A
 - c. 8:30 PM - Dinner with invited guests
5. Place of Performance/Event: _____
6. Anticipated Audience: _____
7. Performance/Event Fee : _____ Other expenses covered _____. Payment shall be made by Williams College check. Note: The MA Department of Revenue requires that we withhold 5.1% of the speaker fee and submit to the state.
8. Technical Requirements: _____
9. Oral agreements cannot be honored and are superceded by this written contract; additional terms and conditions must be in writing, attached to this contract and signed by all parties; any modifications must be initialed and dated by both parties.
10. Performers/Speakers are responsible for their equipment, personal property, and the actions of their employees.
11. Performers/Speakers shall maintain insurance at appropriate levels.
12. Performers/Speakers agree to abide by all Williams College policies and procedures.

 Carrie Greene
 Williams College representative (PRINT)
 Director of Commencement and Academic Events
 880 Main St. Hopkins Hall
 Williams College
 Williamstown, MA 01267
 Phone: 413-597-2347
 Fax: 413-597-4720

 Performer's Name (PRINT)

 City, State, Zip

 Telephone Fax

 (Signature)
 FOR THE PRESIDENT AND TRUSTEES OF WILLIAMS COLLEGE

 (Signature)

***Please complete and return the attached W-9 form.
 Payments for services will not be made until the form W-9 is received.***