

Guest Engagement Agreement – When to Use

University employees should use the Guest Engagement Agreement when contracting with a speaker, performer, or presenter for a campus event or activity, or a dissertation committee or panel member.

The Guest Engagement Agreement is intended for contracting when the activity is low cost, poses a limited amount of risk, and is generally a one-time event of limited duration. It is not meant as a substitute to the Independent Contractor or Vendor Agreement for transactions where it is more appropriate to use those agreements.

Please contact the Purchasing Department if you have any questions about the Guest Engagement Agreement and when it should be used.