**ENTERTAINMENT Agreement**

**FOR MUSICAL PERFORMANCES ONLY**

Contract Templates: <https://w1.mtsu.edu/contract/forms.php>

The MTSU department requesting the services of a musical artist to perform at MTSU will draft the Entertainment Agreement by entering the information into the template available on the [Contract Office website](https://w1.mtsu.edu/contract/forms.php). The amount being paid to the artist needs to be inclusive of any travel, meals, etc. they may request. That amount should be agreed upon between artist and the MTSU department prior to drafting the agreement. The department will forward a PDF of the Entertainment Agreement to the artist for their signature prior to entering the contract into MT$ource under the Contract Office Form, with the total amount listed in the requisition, for review and signature. Once fully executed, the Contract Office will email the signed contract to the artist and the department. After the services are completed, the department will issue a cost receipt for the purchase order in MT$ource. The artist will need to mail an invoice to [invoice@mtsu.edu](mailto:invoice@mtsu.edu) in order to receive payment.

Feel free to contact me if you have any questions.

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