

# One-Day Speaker Contract Form

## SECTION 1 – DEPARTMENTAL ONE TIME SPEAKER GENERAL INFORMATION

The Department engages a **SPEAKER** to deliver a speech or presentation as described below, and **SPEAKER** agrees to perform the engagement under the following terms and conditions. *Note: this form should only be used for one-time engagements of \$500 or less. See Instructions on page 4.*

1. Requesting department: \_\_\_\_\_
2. Requestor name: \_\_\_\_\_  
Requestor phone number: \_\_\_\_\_  
Requestor email: \_\_\_\_\_
3. Service provider name, address, contact and payment information:  
Legal speaker (First, MI, Last Name)  
or Company Name: \_\_\_\_\_  
  
Mailing address 1 line: \_\_\_\_\_  
Mailing address 2 line: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
  
Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_
4. If this a repeat contract with the speaker? \_\_\_\_\_ If so, please provide the last calendar year the speaker was under contract at the UNC School of Government. \_\_\_\_\_
5. Title and description of current event/speaking engagement ():
6. Location / venue of speaking engagement: \_\_\_\_\_
7. Date / time of speaking engagement: \_\_\_\_\_
8. Length of speaking engagement: \_\_\_\_\_
9. Speaking fee (\$): \_\_\_\_\_ \$ \_\_\_\_\_
10. Estimated other expenses (detail below)(\$): \$ \_\_\_\_\_

Description

Amount (\$)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# One-Day Speaker Contract Form

## SECTION 2 – COMPLIANCE QUESTIONNAIRE FOR THE SPEAKER

The requesting department must complete the SOG Services, Inc. compliance questionnaire below for the speaker.

1. Is this the only independent contractor work (includes one-day speaking engagements) that the speaker has for UNC School of Government during the current calendar year? (If no, please do not use this form; contact SOG Services Business Office for further instructions)
2. Is the speaker a US Person and eligible to sign IRS form W-9? (If no, please do not use this form; contact SOG Services Business Office for further instructions)
3. Is the speaker currently employed by UNC-Chapel Hill? (If yes, any compensation for speaking engagements must be submitted through a payroll action; contact SOG Human Resources)
4. Is the speaker currently employed by any other State of NC agency? If yes this will be a dual employment contract. Please provide the speaker's state agency, university and /or department

---

*The SOG Human Resources will contact the requesting department to coordinate a dual employment contract with the speaker's borrowing agency or University.*

5. Is the speaker, his/her spouse, domestic partner, sibling, parent or child an employee or regularly retained agent of UNC-Chapel Hill? (If yes, provide the following for the individual identified: name, relationship, job position, and department below.)

| <u>Name</u> | <u>Relationship</u> | <u>Job Position/Department</u> |
|-------------|---------------------|--------------------------------|
| _____       | _____               | _____                          |

6. Will the speaker have unsupervised contact with sensitive populations (i.e. UNCCH undergraduate students) or have access to sensitive data or facilities? If so, a background check may be required from the SOG Services Business and Finance Office.

# One-Day Speaker Contract Form

## SECTION 3A – CERTIFICATION OF REQUESTING UNC-CH SOG DEPARTMENT

I certify that I have firsthand knowledge of the speaking engagement in order to review the above checklist with complete and thoughtful accuracy.

\_\_\_\_\_  
Printed Name of Requesting Employee

\_\_\_\_\_  
Signature of Department Representative

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Date Approved

## SECTION 3B. SOG SERVICES BUSINESS AND FINANCE OFFICE SECTION:

Contract Number/Cost Code: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Approved by: \_\_\_\_\_ Approver Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## SECTION 4 – CERTIFICATION OF SERVICE PROVIDER (SPEAKER)

By signing this form in Section 4 below, the SPEAKER understands, acknowledges, and accepts the speaking fee and estimated expenses noted above constitutes any and all fees and expenses associated with the speaking engagement described in Section 1.

Under penalties of perjury, I certify that the above information is complete and accurate. I also certify that this is the only one-day speaking engagement for the UNC School of Government during the current calendar year. If UNC School of Government engages me as a speaker, I am responsible for taxes, insurance coverage, and business expenses and am not eligible for any employer provided benefits.

\_\_\_\_\_  
Printed Name of Speaker

\_\_\_\_\_  
Signature of Speaker

\_\_\_\_\_  
Date Signed

# One-Day Speaker Contract Form

## SECTION 5 – SCHOOL OF GOVERNMENT SERVICES, INC. – ONE DAY SPEAKER CONTRACT UNDER \$500 INSTRUCTIONS

**Introduction:** This form provides an abbreviated speaker contract process for departments, the speaker, and the business office to provide an efficient and effective speech / presentation contracting, compliance and payment services for high volume one-time speaker payments at SOG Services, Inc. Multi-day engagements or contracts exceeding \$500 require a formal independent contractor checklist and associated forms. If applicable, additional information may be requested from the speaker to make the appropriate determination. Background checks may be required if there is unsupervised contact with sensitive populations (primarily UNCCH undergraduate students) or the engagement requires access to sensitive data or facilities. Generally, background checks for speakers are not required per University Procedure 708.1 (<https://unc.policystat.com/policy/5175523/latest/>).

**Instructions:** This speaker checklist form is used for speakers providing one-time speaking or presentation engagements under \$500.

- It must last no longer than one day during a calendar year.
- The speaking engagement must not exceed \$500.
- The form should be completed, including all required signatures, prior to the contracting speaker services are delivered.

**Prior to the initiation of any services from the speaker,** the following steps must occur:

- The requesting department must complete sections 1, 2 and 3a to initiate a speaker contract request.
- The SOG Services, Inc. Business and Finance Office must complete Section 3b.
- Finally, the SPEAKER must complete section 4 and electronically review, complete and E-sign the contract.
- Once fully authorized above, DocuSign will email a completed contract to each interested party.