English Department Checklist for Guest Speakers

Bringing a guest to campus is a multi-faceted undertaking behind the scenes. Please make preparations well in advance of the proposed date. Depending on the guest, the University sometimes must get approval from Frankfort.

**Directions for Bringing a Guest Speaker to Campus**

* Fill out the [Guest Speaker/Event Proposal](file:///C%3A%5CVolumes%5Cshared%5CDEPT-SHARED-PC-ENG%5CGuest%20Speaker%20Proposal.docx).
* Schedule a meeting with Mary and make sure to bring the proposal form with you to this meeting. You may email this form to Mary if that’s easier.

After your meeting please follow these steps:

1. Send your guest the [W9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) and [Performance Contract](https://www.wku.edu/finadmin/forms/documents/performancecontract.pdf) for signatures.
	1. **These must be returned via mail.** NO ELECTRONIC FORMS are allowed. There is a university policy that prohibits forms with SSNs sent through email.
	2. Please note, you, the host, must fill out the Performance Contract.
	3. Please make sure the guest’s name is exactly the same on the W9 and the Performance Contract. Full legal names are recommended; nicknames are not to be used.
2. When the W9 and Performance Contract are returned, fill out the [Determination of Contractor Status Form](https://www.wku.edu/finadmin/forms/index.php).
3. After all three forms are completed: **MAKE COPIES OF ALL FORMS FOR MARY**. As soon as Mary has these forms, she requests this person be set up as a vendor through the Purchasing Department.
4. Take the Determination of Contractor Status form, along with the signed W9 and Performance Contract, to David Lewis in the Office of the CFO, Wetherby G19 for his signature and approval.
5. He will then direct you to take the Performance Contract to Jim Cummings. His office is next door to David Lewis’.
6. They will forward these forms to the Purchasing Dept.
7. The Purchasing Dept. will send your guest an email asking them to agree to become a vendor. Instruct your guest to reply to this email as promptly as possible. A lack of response will hold up the guest’s payment.
8. Once Purchasing lets Mary know the guest is set up as a vendor within our system, she prepares a requisition to get them paid.
9. In most cases, the check is mailed to the guest after their speaking engagement. If you require the check the day of, please state this at the beginning of the process.

**We cannot break the payment down between travel, lodging, meals, etc. Payment must be in one lump sum.**