



Speaker/Performer Event Process

1. Confirm Location

- a. Have an official room confirmation at your desired location

2. Fill out Engage Event Form

- a. This notifies Student Activities staff of the event. This Engage Event Form will not be approved until the contract for the speaker/performer is complete (please reference step 6)

3. Meet with Student Activities Staff Member

4. Contract Needs

- a. Need W9
- b. Individual email to set up the speaker as a vendor
- c. COI (Requirements could change based on scope of work)
 - i. \$1M minimum General Liability
 - ii. Waiver of Subrogation
 - iii. TCU listed as additional insured and certificate holder named as:
Texas Christian University
Attn: Risk Management Department
Box 297110
Fort Worth, Texas 76129
- d. Each vendor's portal must be setup before we can create a contract
- e. Scope/topic of event/start and end time
- f. Public or Private
 - i. RSVP is required and number of available spaces will be limited by the capacity of the space
 - ii. If the event is private to the TCU Community (student, faculty, staff, alumni) you will work with Student Activities
 - iii. If the event is open to the public and fees are involved in addition to a speaker contract University Events may get looped in

5. Costs for Event

- a. Costs for security will be determined by risk factors set forth with TCU PD and it is the Student Organization's responsibility to pay
 - i. Special Event form must be filled out at least 14 days before the event:
<https://police.tcu.edu/special-events/>
- b. Based on location, there might be other building and cleaning fees based on the space being used. Those are set by the individual locations and must be agreed to pay before the location is secured.

6. Marketing and Engage

- a. The event submission in Engage will not be approved until all required planning and approval steps have been completed. **Student organizations may not advertise or promote the event in any capacity until the event has been officially approved in Engage.** Advertising an event prior to receiving approval may result in disciplinary action.
- b. Engage Event Form Visibility
 - i. The public (general public, open to individuals outside of TCU Community)
 - ii. Students & staff (TCU Community only)
 - iii. Organization Members (Closed to just members of that organization)