

INSTRUCTIONS FOR APPEARANCE AGREEMENT

The Appearance Agreement should be used for any speaking engagement to be provided to the University of Missouri-St. Louis. Below are the instructions for completing the form.

- 1. Prepare three (3) copies of the appearance agreement.**
- 2. Complete all blanks on page 1 and 2 of the agreement.**
- 3. All copies of the agreement should be sent to the speaker/agent for signature and the social security number or Federal I.D.**
- 4. Information regarding non-resident status must be completed on page 2.**
- 5. All copies should be returned to your office at which time the unit manager (or whomever is designated) should sign for the department on page 2 identified as "Department Approval."**
- 6. The three (3) copies of the agreement should be sent to Business Services, 209 Woods Hall for execution by the University.**
- 7. Business Services will return two (2) copies of the agreement to the department.**
- 8. The department will forward an executed agreement to the speaker/agent and retain one (1) copy for the file.**
- 9. To process payment for the services, a voucher should be submitted with a copy of the agreement attached.**

REMEMBER: Checks are issued once a week (normally on Tuesday) from the Columbia Campus. You will need to plan in advance if the check is to be presented at the time of event.