Guest Artist Worksheet

Name and Contact Information for Guest Artist:

Dates in Residence: _____________________________

Payment Arrangements

Guest Artist Paid for out of: ______________________________________ Funds

☐ We will pay this Guest Artist a Flat Fee of: ________________

☐ We will pay Travel Arrangements. Estimated Cost: ________________
  □ Hotel
  □ Flight
  □ Car
  □ Meals
  □ Honorarium
  □ Other:

The SOM can work with you and the Guest Artist to book these items at a later date, but each one must be included in the initial estimate to receive director approval.

Director of the School of Music Approval for Payment:

__________________________________________    ____________________
Signature                                      Date

Contract Info

☐ This GA has provided a contract. (attached)

☐ The office will need to write a contract for this GA.

Attachments

☐ sample itinerary

☐ completed W-9