

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