

## GUEST ARTIST INFORMATION

*TO BE COMPLETED FOR ALL GUEST ARTISTS PRESENTED BY THE SCHOOL OF MUSIC, PAID OR NON-PAID.*

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Guest Artist(s)/Performing Group

\_\_\_\_\_  
Faculty Host

### GUEST ARTIST(S) CONTACT INFORMATION (FOR CONTRACT)

*Guest artist(s) must complete the HONORARIUM FORM and SUBSTITUTE W9 FORM in order to process payment. Payment is usually submitted approximately 2 weeks AFTER event.*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
e-mail

\_\_\_\_\_  
phone number

### FEES AND HONORARIUMS

Will the Guest Artist be receiving a fee/honorarium?  Yes  No      If yes, how much? \$ \_\_\_\_\_

Who is providing the funds? \_\_\_\_\_

### ADDITIONAL EXPENSES

Is the School of Music providing lodging?  Yes  No

Campus Housing\* or Local Hotel? \_\_\_\_\_

Date of arrival \_\_\_\_\_ Date of departure \_\_\_\_\_

If hotel, has this cost been approved and who is paying? \_\_\_\_\_

Any other expenses (travel, meals, etc.)? \_\_\_\_\_ \$ \_\_\_\_\_

*\*Campus housing is very limited. If campus housing is NOT available, there will be added costs associated with hotel lodging and you will need to secure additional funding if this was not part of your original budget allocation.*

### ACKNOWLEDGMENT

Any sponsors (grants, individuals, etc.) who should be recognized as supporters of this event?  Yes  No

If yes, please list exactly how they should appear in print: \_\_\_\_\_

*If you have any questions about guest artist planning, please contact Jen Darrell-Sterbak.*

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### FOR SCHOOL OF MUSIC USE ONLY

Request \$ \_\_\_\_\_ Budget \$ \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

- Contract
- Ticket Request Form
- Honorarium Request Form
- Substitute W9 Form
- Hotel Reservation
- Meal Card