**School of Music**

**Guest Artist Information Form**

* This form requests the creation of a contract. **It is not a contract.**
* Submit this request, along with the **Guest Artist Recital or Masterclass Request Form**, if applicable, and a W9 to Anne Marie Brown four weeks before the event.
* After the contract has been created, signed by artist/manager and returned to WSU, payment should be available within two weeks.
* This form must be completed by a School of Music faculty member.
1. Will contract be issued to artist or manager? Choose an item.
2. If manager, please list company name and representative name. Click or tap here to enter text.
3. Will payment be made to artist or manager? Choose an item.
4. Artist name Click or tap here to enter text.
5. What service will artist provide? (Performance, master class, lecture, etc.) Click or tap here to enter text.
6. List event date(s), time(s) of services, and location for each date. Click or tap here to enter text.
7. List mailing address for contract and payment Click or tap here to enter text.
8. List phone number of person responsible for signing contract Click or tap here to enter text.
9. List email of person responsible for signing contract Click or tap here to enter text.
10. Fee for service Click or tap here to enter text.
11. Will artist be paid for other expenses, such as hotel, airfare, etc? List each expense and amount. These will be added to contract. Click or tap here to enter text.
12. Will WSU pay for any expenses, please list here. Click or tap here to enter text.
13. Proposed funding (area budget, donation, Foundation account) Click or tap here to enter text.

Requesting Faculty Member signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Funding Source(s), to be completed by Director’s office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_