



### 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.

Legal name of Artist and/or Manager: \_\_\_\_\_

Mailing Address for contract and payment: \_\_\_\_\_

Artist or Manager Contact Phone: \_\_\_\_\_

Artist or Manager Contact Email: \_\_\_\_\_

Fee for service(s): \$ \_\_\_\_\_

Are there additional expenses that should be added to the honorarium amount?  yes  no  
(such as hotel, airfare, etc.)

If yes, please describe the expenses and each cost (will these be paid with honorarium or separately?):

\_\_\_\_\_  
\_\_\_\_\_

Check made payable to: \_\_\_\_\_

Payment:  will be provided at performance  mailed

What service will artist provide? \_\_\_\_\_

(performance, master class, lecture)

Date(s) of service(s): \_\_\_\_\_

Time(s) of service(s): \_\_\_\_\_

Location(s) of service(s): \_\_\_\_\_

Proposed Funding (area budget, donation): \_\_\_\_\_

Requesting Faculty Member Signature: \_\_\_\_\_

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

Director, School of Music

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