

# REQUEST FOR SCHEDULING OF & PAYMENT FOR MUSIC DEPARTMENT-SPONSORED EVENT

Including departmental ensembles and all additional Music Department-sponsored events.

Scheduling and payment requests for Music Department-sponsored events must be approved by Music Department Chair by May 1<sup>st</sup> for events to be presented in fall semester and November 1<sup>st</sup> for events to be presented in spring semester. Requests for payment of guest artists for departmental ensembles must be approved by Music Department Chair one month before concert date.

Organizing Faculty Member: \_\_\_\_\_

*It is the sole responsibility of the organizing faculty member to submit scheduling and payment request.*

Event: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Location: \_\_\_\_\_

Specifically describe pedagogical benefit of Music Department sponsoring this event: \_\_\_\_\_

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

## Payment Information

Completed IRS W-9 and all other information is required for  
Guest Artists, even if they have been paid before.

Additional pay for adjunct faculty performing in events prior to the 8<sup>th</sup> of the month will appear in that month's  
pay; those performing in events after the 8<sup>th</sup> will be credited in following month's pay.

Address and social security information NOT needed for current employees.

<b>Name:</b>
<b>Address:</b>
<b>SS#:</b>
COMPLETED BY DEPARTMENT CHAIR
<b>Amount: \$</b>
<b>Acct #:</b>

<b>Name:</b>
<b>Address:</b>
<b>SS#:</b>
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<b>SS#:</b>
COMPLETED BY DEPARTMENT CHAIR
<b>Amount: \$</b>
<b>Acct #:</b>

Chair Approval: \_\_\_\_\_

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